

## FACILITIES ASSISTANT

### Overview:

The Sheldon Concert Hall and Art Galleries relies on its Facilities Maintenance & Custodial Staff Members to keep the historic building working and looking its best. The Facilities Assistant is a key member of the team and reports directly to the Building Operations Manager. This is a full-time position with variable hours including the expectation of availability on most weekends.

### General Responsibilities:

- Assist with making and maintaining monthly maintenance schedules and workload planning.
- Communicate building needs to the Operations Manager or to Deputy Director of The Sheldon.
- Ensure that the physical appearance and general cleanliness of The Sheldon's interior and exterior grounds look exceptional each day.
- Provide maintenance on broken items, equipment and anything in the Sheldon that is in disrepair.
- Display a willingness and flexibility to perform additional tasks not specified in this description depending on daily priorities, and/or as needed by the Galleries, Operations, Events and Facilities Staff.
- This Position will eventually require Facility Assistant to know, understand and be able to trouble shoot all systems including but not limited to HVAC, Fire Alarm, Burglar Alarm and Exterior Lighting to cover for the Building Operation Manager in their absence.
- Arriving early to meet with contractors or vendors to give them access.

### Specific Facilities Responsibilities:

- Serves as primary point of contact in absence of Building Operations Manager.
- Assists in maintaining stock of all maintenance, operational and cleaning supplies.
- Weekly cleaning of all restrooms; daily cleaning as needed depending on events.
- Daily monitoring of exterior spaces including landscaping, sidewalks, stairs, etc.
- Daily cleaning of concert hall/ballrooms/galleries following events to ensure all debris from previous evening has been removed from these spaces and all areas are clutter free, clean and ready for tours with potential clients.
- Washing of windows.
- Regular vacuuming of offices / cleaning of carpet as needed.
- Mopping (wet, dry & auto scrubbing) of main stage, Green Room and other hard floors that get disinfected a minimum of 3 times a week.
- Painting / light drywall patching and basic plumbing, electrical & carpentry repair.
- Additional needs associated with general upkeep of facilities and grounds as needed.

### Specific Event Setup Responsibilities:

- Set up tables, chairs, removal and installation of dance floor and stages to meet function specifications.
- Properly clean meeting and event spaces prior to rental department setups.
- Pickup/delivery of last-minute items, rental equipment, and rental vehicles as needed.
- Weekend shifts are required when cleaning is needed between events or deadlines need to be met.
- Sanitizing spaces and providing PPE items for Staff and Guests.

### Requirements:

- Valid Driver's License.
- Ability to work on your feet for extended periods of time.
- Not adverse to loud noise.
- Ability to climb and work from a ladder or personnel lift.

- Ability to lift 80 lbs.
- Aid other departments & Staff Members as needed.
- Available to work nights and weekends

**Pay and Benefits:**

- This is an hourly position with a pay rate expected to be between \$16 and \$18 per hour with overtime pay after 40 hours.
- Attractive benefit package that included health insurance, vacation pay and retirement match.

Interested candidates should submit a cover letter and resume to Mr. Michael Murphy, Building Operations Manager, [mmurphy@thesheldon.org](mailto:mmurphy@thesheldon.org). *No phone calls please.*