



## Facilities Associate (Part-time)

### Job Description

Anticipated Start Date: Immediately

Employment Status: **Part-time - No more than 20 hours/week.** Non-exempt.

Reports to: Operations & Events Director

### DESCRIPTION

The Facility Associate will join the SKyPAC team to perform, under general supervision, custodial services required to maintain the facility to the prescribed standard of cleanliness according to identified SKyPAC procedures. There are no consistent days/nights for this position. It is event-driven and, as such, some daytime, evenings and weekend hours, oftentimes working events will be required. He/she must have 2-3 years commercial cleaning experience in a public space and exercise due diligence in preventing needless waste or careless use of supplies, equipment and other utilities. Keeping inventory of assigned materials and items pertinent to cleaning the venue is required.

### GENERAL RESPONSIBILITIES (include but are not limited to)

- a. working events (e.g., concerts/weddings/dinners/graduations/meetings, etc.)
- b. vacuuming, mopping and waxing floors (operate floor cleaning machines)
- c. dusting
- d. cleaning restrooms
- e. cleaning offices and conference committee rooms
- f. spot cleaning carpets as necessary
- g. cleaning glass as required
- h. preparing for, and cleaning up after, all facility events
- i. cleaning water fountains
- j. cleaning chemical spills
- k. cleaning theater seats
- l. cleaning light fixtures, walls, baseboards, etc.
- m. moving and cleaning furniture (chairs, tables, etc.)
- n. perform other duties as requested
- o. notify Operations & Events Director and/or Maintenance Manager of any conditions around, or in, facility that need immediate attention.

### POSITION QUALIFICATIONS

- Basic literacy skills (High School Diploma or GED required)
- Must be able to speak and understand English
- Must have 2-3 years commercial cleaning experience in a public space
- Must demonstrate initiative, aptitude and competence for assigned responsibilities
- Ability to lift 50 lbs
- Must be able to work days, evenings and weekends
- Be a team-player dedicated to delivering high-quality results



**All members of the Facility's team are expected to represent SKyPAC in an exemplary manner to all members of the public. 623 College Street ~ PO Box 748 ~ Bowling Green, Kentucky 42102 ~ Telephone 270-904-5000**

*SKyPAC is an Equal opportunity employer. Applicants must be able to lift 50 lbs, work a varied schedule with many night and weekend performances, have a valid Driver's License, and be insured.*