

San Diego Theatres, Inc.
Job Description

Job Title: Part Time Housekeeper – San Diego Theatres, Inc.
Department: Civic Theatre Operations
Division: Facility Services
Reports To: Facility Manager
FLSA Status: Non-exempt
Pay Grade: Union, SEIU Local 2028
Pay Range: By contract
Revised Date: 1/3/17

SUMMARY

Keeps interior and exterior areas of Civic Theatre and Balboa Theatre in a safe, sanitized, and well stocked condition. Areas to include, but not limited to restrooms, lobbies, hallways, offices, public areas, backstage, and seating areas. Assists with minor set up of tables and chairs that support the activities specific to the event and food and beverage services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains the cleanliness of restrooms, lobbies, seating areas, backstage dressing and support areas, and exterior entrances. Checks and makes certain that all restrooms are sanitary, and well stocked with paper products.

Cleans and maintains all windows and glass in the building (with the exception of the Grand Salon chandelier and all exterior windows above the lobby).

Assists with stocking, organizing and cleaning janitorial closets.

Maintains proper care of uniforms, equipment, and supplies.

Sweeps, mops, scrubs, and vacuums hallways, stairs, office space, lobbies, backstage and seating areas.

Empties trash and garbage containers.

May operate buffers, power sweeping equipment, extractors, shampooing equipment, and other housekeeping equipment

Assists in gum removal and squeegeeing/mopping up liquids, drinks and spills in all areas.

Answers guests questions regarding the facility.

SUPERVISORY RESPONSIBILITIES

Responsible for supervision of part time housekeeping staff

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Previous housekeeping or custodial maintenance required.

LANGUAGE SKILLS

Ability to read instructions, communicate with other employees by radio, and communicate verbally with all staff.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None

OTHER SKILLS AND ABILITIES

Experience or training in the use of floor scrubbers, buffing machines, vacuums, extractors and shampooing equipment a plus. Must be able to work flexible hours including evenings, weekends and holidays. Ability to operate equipment such as; floor scrubbers, buffing machines, vacuums, extractors, shampooing equipment, and other housekeeping equipment owned by San Diego Theatres. Knowledge of safe work practices and procedures.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

IN-HOUSE TRAINING REQUIREMENTS:

Critical: Sexual Harassment Awareness (Employee), BRAVO Orientation

Normal: Biohazard Training, CRP/AED Training, First Aid Training