

THE  THEATRE
TAUBE FAMILY MUSIC HALL

**Care Crew
Job Description**

Department: Care Crew

Reports to: Head of Care Crew

Job description:

Responsible for cleaning the theatre, removing trash, and keeping areas neat and Tidy during shows and events. Vacuums and buffs floors, shampoos carpets, empties trash receptacles, and replace the lining of trash cans. Will work during shows as part of cleaning crew and restocking restrooms, changing trash linings, selecting recyclable items and on off days maintaining the theatre clean.

Primary Responsibilities:

- Sweep and mop floors.
- Clean and restock restrooms with mops and disinfectants.
- Mopping, scrubbing floors, vacuuming and spot cleaning carpets.
- Removing trash and sanitizing trash containers.
- Clean the theatre by emptying trash, sweeping, and cleaning surfaces.
- Clean and disinfect high touch surfaces.
- Steam-clean carpets.
- Use cleaning solutions to remove stains and clean surfaces.
- Mix various cleaning agents.
- Spot clean windows, glass partitions, and mirrors.
- Dust furniture and scrub surfaces clean.
- Apply wax to coat floors.
- High and low dusting.
- Other cleaning tasks as assigned.
- Maintain cleaning inventory, placing orders for new products when needed.
- Move equipment and furniture.
- Organize custodial closets and spaces.
- Maintain working condition of cleaning equipment.

Skills, Qualification, and Expectations:

- Previous experience in cleaning, maintenance, or other related fields
- Ability to handle physical workload
- Basic Computer Skills and Internet Access (for scheduling)
- Strong attention to detail
- Strong organizational skills
- Ability to function in a fast pace densely populated environment
- Comfort working with a variety of diverse cultures and demographics
- Lifting
- Standing

- Cooperative Attitude
- Emotional Intelligence and Control
- Dependability
- Professionalism

It is a requirement of the position to be fully vaccinated, unless accommodation can be created for those with religious or medical exemptions We will enforce state guidelines.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Customer Service*—the individual manages difficult customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- *Problem Solving*—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- *Planning/Organizing*—the individual prioritizes and plans work activities and uses time efficiently.
- *Quality Control*—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- *Quantity*—meets productivity standards and completes work in a timely manner.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Dependability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety & Security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Accounting*—the individual ensures to keep accurate records of invoices.

Equal Opportunity and Diversity

The UC Theatre is committed to equity in its support and advocacy, and seeks to create and encourage opportunities for people of color, women, non-binary, LGBTQ+, veterans, and people with disabilities. The UC Theatre is committed to creating and upholding a safe space for its staff and customers where respectful conversations around diversity, equity, inclusion and accessibility can continue to happen. The UC Theatre makes an ongoing commitment to prioritize DEI initiatives and learn more about best practices and approaches to DEI in the live performance industry, and to provide resources and professional development opportunities to support its members in doing the same for their individual businesses.

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This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

The UC Theatre Janitor Job Description:
Starting: \$17/hr+
Contact: jobs@theuctheatre.org