



Position Announcement
Midland Center for the Arts
Midland, MI

Position Title: Facilities Staff – Full Time
Supervisor: Facilities Director
Classification: Full Time non-exempt (Hourly)
Last Updated: December 2, 2021

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

Position Concept:

The position reports directly to the Facilities Director, but receives daily direction and daily guidance and supervision from the Environmental Services Supervisor. The position also receives direction from the Maintenance and Setup Supervisor as needed. Facilities Staff provide a clean and safe environment for employees, patrons and visitors for all facilities comprising the Midland Center for the Arts.

Duties and Responsibilities

The duties of this position include, but are not limited to:

- Performs housekeeping services in all facilities; complies with public health standards; provides a safe and secure environment for employees, patrons, visitors, facility users and other user groups.
 - Clean and sanitize restrooms/bathrooms using established practices and procedures.
 - Clean, dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers.
 - Assist with the setup of facilities and events, performances, and meetings
 - Vacuum and shampoo carpets.
 - Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
 - Follow instructions regarding the use of chemicals and supplies. Use as directed.
 - Wash accessible interior and exterior windows.
 - Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs using hand-operated tools or small power equipment
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

- Maintains and operates security and fire alarm systems; responds to safety and security related situations consistent with guidelines and procedures.
 - Attend to emergencies with necessary
 - Take classes as required – Example: First Aid and CPR
- Differentiates between safe and unsafe environments, initiates appropriate action to remedy unsafe situations, utilizes SDS information to deal with situations involving blood borne pathogens.
- Works within a team environment, demonstrates the judgement to respond to situations on an individual basis or determine if other resource persons need to be involved.
- Assures a positive visitor, patron and user group experience by demonstrating polite and responsible behavior towards all guests
- Interact with staff, volunteers, customers, and facilities users in a courteous and helpful manner to accomplish assigned duties
- Prepares a summary of daily activities and assignments accomplished; reports any unusual events or problems.
- As required, operates energy management computer, check mechanical equipment and respond to complaints and questions regarding the heating and cooling systems.
- Follows all appropriate MIOSHA safety regulations as required.
- Enforce and support policies established by the Center
- Works with the Maintenance and Setup Supervisor to move and place the right equipment (such as tables and chairs) for meetings, events and other functions. Responsible for the timely and appropriate removal of same items upon conclusion of the event, meeting etc.
- As needed, become functional (at least to a minimum basic level), with the following programs:
 - Maintenance Connection – To process and carry out work orders, preventative maintenance and other tasks.
 - Artifax – Scheduling and Room Renovations
 - Social Tables – To layout and modify setup diagrams for spaces.

REQUIRED QUALIFICATIONS/EDUCATION:

Qualifications:

- Able to work within a team environment
- Understands the importance of a safe and secure public facility
- Must be able to work a flexible schedule including evenings and weekends
- Knowledgeable about security, safety, heating and cooling systems – Preferred
- Ability to interact with staff, patrons and public in a courteous manner
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference
- Great customer service
- Ability to perform manual labor including bending; lift and carry objects weighing from 15 to 25 pound;

Education and Experience Requirements

- At least 1 year of custodial and maintenance experience – Preferred
- Minimum High School graduate or equivalent

Application:

Email Cover Letter and Resumé to:

Email: HR@midlandcenter.org

Deadline: Open until Filled