

Job Position: Janitorial Staff for Summer 2022 at Children's Theatre Workshop

Reports to: Office Manager Catherine Danford, Technical Director Diane Schroeder

Job Purpose: To provide janitorial services for the Ohio Theatre and the CTW building at the Collingwood Arts Center during summer 2022 programs.

Duties and Responsibilities:

- Remove trash from classrooms, bathrooms, and public spaces and place in dumpster.
- Vacuum carpeted areas.
- Sweep and mop wood/tile/linoleum surfaces including theatre seat areas in Ohio Theatre.
- Clean all bathroom surfaces including sinks, toilets, mirrors, and floors.
- Replace soap, personal sanitation products, paper towels, and toilet paper in bathrooms as needed.
- Communicate need to reorder supplies as needed to Office Manager.

Qualifications:

- Ability to work independently.
- Must be able to climb stairs, bend over, and lift 25 lbs.
- Flexibility and problem-solving skills.
- Due to funding requirements for this position, we can only accept applicants ages 18-24.
- FBI/BCI Fingerprinting required before the applicant begins work.

Working Conditions:

- Janitorial services will generally occur after 5:00 pm on weeknights, and as needed on the weekends. Hours will be scheduled at least two weeks in advance.
- Janitorial staff will clean the Ohio Theatre at 3112 Lagrange Street, and the CTW building at the Collingwood Arts Center at 2417 Collingwood Blvd, twice a week starting June 6, 2022 and ending August 14, 2022.
- Hours will range from 10-15 hours a week. Staff will not work on federal holidays.
- CTW will provide all janitorial supplies except personal attire.
- Covid-19 vaccination is strongly recommended.
- CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

Compensation: Janitorial Staff is paid \$13 per contact hour. Salaries will be paid in the nearest bi-weekly payroll.

To Apply: Send resume and cover letter to Office Manager Catherine Danford. Email to cdanford@ctwtoledo.org. Hiring process includes an interview which can be conducted in person. Applications are accepted until positions are filled.