

Janitor/Bar-back Events

Job Title: Janitor/Bar-back events
Department: Facilities
Reports to: Superintendent/Director of Production and Facilities
Job Type: Part-Time (during events and varies by week)

About The Z

The Zeiterion Performing Arts Center (The "Z") is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

General Purpose/Major Responsibilities

The Janitor/Bar-back position is responsible for supporting the setup and cleanliness of any facilities used by the Zeiterion during events/performances. Duties may include trash, cleaning restrooms, sweeping, mopping and others as assigned. This position also provides bar-back services to the concession areas overseen by the bar manager. Duties may include setting up ice bins, beer, changing kegs, bringing up additional inventory from the basement and a variety of other needs.

This position is an important part of The Z's first impression to its patrons, artists, renters, board of directors, and the overall community. This job will require an individual with the ability to be self-motivated, troubleshoot, work with all departments, and have an eye for finding what needs to be cleaned and/or maintained during all events/performances.

The position is part-time and the work schedule changes dependent on show, meeting, or event schedule, and will include nights and weekends.

The General responsibilities include but are not limited to:

- Assist in maintaining facilities in a safe and comfortable operating condition
- Troubleshoot/resolve immediate operation and/or safety concerns
- Event cleaning of theatre and building
- Assist in the operation of HVAC systems;
- Perform minor plumbing, electrical, carpentry, painting as needed
- Ensures restroom and bar inventory is stocked
- Cleans backstage area of trash/food after performances
- Handles all recycling and trash within facility during events
- Sets up a variety of spaces for meetings or rentals
- Special projects as needed. Other duties as assigned

Minimum qualifications:

- Excellent people skills, ability to get along with a variety of personality types
- Self-directed, time management skills and ability to prioritize
- Ability to lift at least 50 pounds, and when necessary lift from the floor
- Working knowledge of Microsoft Office products such as Word, Excel, and Outlook
- Must exhibit excellent judgement, professionalism, confidentiality and flexibility
- Ability to work weeknights and weekends
- Reliable transportation required