



POSITION:	Janitorial Staff
REPORTS TO:	Building & Facilities Manager
START DATE:	May 1, 2023
TERMS:	Part Time, Hourly Position

ABOUT US:

The Athenaeum Foundation preserves a treasured historic landmark that welcomes all to nurture a sound mind and a sound body through arts & culture, wellness, and community. Our vision is for all Athenaeum guests to experience a greater connection to their community and themselves.

PURPOSE:

The **Janitorial Staff** are responsible for general care and maintenance of the Athenaeum, which is vital to maintaining its identity as a clean, safe, and welcoming space for all members of the community. This role also assists with the preparation and execution of event logistics, including equipment setup/teardown, cleanliness, and client customer service as needed.

RESPONSIBILITIES:

Key responsibilities for this position include:

- Setting up tables, chairs, and other equipment for internal and external events hosted in the building
- Assisting event and building patrons with directions and other customer service requests as needed
- Providing on-site operational support for Athenaeum Presents events as needed
- Sweeping, vacuuming, and mopping in office spaces, meeting rooms, lobby spaces, and other areas of the building
- Trash and recycling disposal
- Cleaning and maintenance of facility restrooms
- Special cleaning and maintenance projects in and around the building as directed by the Building & Facilities Manager
- Other duties as assigned

QUALIFICATIONS:

The ideal candidate for this position will:

- Be able to move/lift objects up to 50 pounds
- Have a reliable means of transportation to and from work
- Be able to work flexible hours, including some nights and weekends as necessary
- Be able to work and manage tasks both independently and as part of a team
- Possess previous customer service experience (preferred)

TO APPLY:

Send your resume and completed application form to:
djohnson@athenaeumindy.org