



NORTH SHORE CENTER FOR THE PERFORMING ARTS IN SKOKIE

JOB DESCRIPTION – PART-TIME OPERATIONS/CLEANING – DAYS, EVENINGS, & WEEKENDS

Position Overview:

Responsible for the day to day cleaning and maintenance of the facility; charged with the opening/ disarming and closing/ arming of the facility and alarm system on a daily basis; receive deliveries and notify appropriate staff

Daily tasks as instructed but not limited to the following:

Cleaning of restrooms

- Clean and disinfect toilets and urinals
- Sweep and mop floors
- Empty trash receptacles
- Clean mirrors
- Wipe down stainless-steel receptacles
- Restock toilet paper, hand towels and soaps as needed
- Wipe down walls and doors as needed
- Unclog toilets as necessary

Clean lobby and offices

- Empty trash and recycling
- Dust and wipe down surfaces
- Vacuum
- Clean glass doors and windows

Clean dressing rooms, green room and hallways

- Empty trash and recycling
- Dust and wipe down surfaces
- Vacuum
- Sweep and mop floors
- Clean restrooms

Clean the theatres

- Sweep and mop aisles
- Vacuum main aisles
- Check seating and clean as needed
- Check for and remove gum

Front of house and special events

- Set up and remove tables, chairs, and other furniture as need
- Restore after the event is over

Seasonal duties

- Pick up trash in the parking lot and all areas around the facility
- Clean up leaves and other debris from loading docks and parking lot drains
- Remove snow from sidewalks and audience areas then apply salt for safety
- Wash lower level windows and clean sidewalks

Be responsive to request from the events staff during events & set ups. Perform other duties as assigned.

Hours worked and length of employment:

This position is part-time and does not receive health insurance benefits; holiday pay or any paid time-off.

Associates are expected to work an average of 12-20 hours per week.

EOE

TO APPLY

Email letter and resume to ops.jobs@northshorecenter.org.

No calls, please.