

**Custodian – Dahl Arts Center
Rapid City Arts Council**

Hours: Part-time, 20-25 hours per week, typically Monday-Friday, must be available weekends

Position Summary:

The Rapid City Arts Council manages the Dahl Arts Center (The Dahl) in downtown Rapid City. The Dahl serves as a public center for the arts and culture of western South Dakota and the Black Hills region. The Custodian performs duties that involve the care and routine cleaning of the Dahl, including six art galleries, two classrooms, a 400-person event center, offices, grounds, and minor maintenance work.

As our Custodian, you will be a key member of the team ensuring the high integrity of our facility and programs. Your work will be essential to creating a positive guest experience. Custodial work is supervised by facilities management. This position is for 20-25 hours per week and may include some evenings and weekends.

Responsibilities:

- Maintain a clean and safe environment for guests and the public
- Receive instructions from the facilities and events management team
- Apply knowledge of policies and procedures to respond to requests for service
- Maintain up-to-date documentation of procedures related to job duties
- Provide great customer service

Known Duties:

- Perform routine cleaning and upkeep procedures, including cleaning public restrooms, removing trash, and mopping floors
- Inspect interior and exterior of buildings and grounds
- Prioritize, schedule, and perform specific cleaning and/or basic routine maintenance as necessary
- Monitor custodial equipment and supplies and coordinate replacement and replenishment orders
- Assist facilities team with routine maintenance, including frequent use of equipment and tools
- Handle seasonal and weather-related tasks, including snow removal and window cleaning
- Maintain orderly and well-supplied janitorial storage areas
- Other duties as assigned by management

Qualifications

Skills and experience in:

- Care, light maintenance, and cleaning of buildings and grounds
- Providing excellent service to customers
- Using a personal computer for record keeping, work orders and communication

Ability to:

- Perform physically demanding duties
- Must be able to lift at least 25 pounds and work on 18-foot ladder
- Available to work occasional evenings and weekends based on community events
- Demonstrate reliability
- Must possess a South Dakota driver's license by the date of hire
- Substance Abuse Testing: None

Organization Description:

The Rapid City Arts Council (RCAC) has been leading our city and region in the creation, accessibility, and understanding of the arts for 55 years. We manage the renowned Dahl Arts Center founded for the people of Rapid City in 1974. We offer opportunities in visual arts, performing arts, and arts education for people of all ages and abilities.

The RCAC is an independent local nonprofit 501(c)(3) arts organization. We staff a talented high-performance organization where each employee has an equal opportunity to gain career experience and develop leadership in the arts.

Equal Employment Opportunity

The RCAC is committed to equal employment opportunity. We do not discriminate based on any classification identified and protected by applicable federal, state, or local law, including but not limited to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, genetic information, military status, gender identity, sexual orientation, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Our goal is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits. We make reasonable accommodations for known physical or mental disabilities of qualified job applicants or employees to allow them to perform essential job duties.

Compensation and Benefits:

\$14/hour

To Apply:

Send resume with "Custodian" subject header to admin@thedahl.org

Or apply on Indeed [Custodian/Janitor - Rapid City, SD 57701 - Indeed.com](#)

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