

Daytime Janitor at the Dahl Arts Center

Organization: Rapid City Arts Council
Location: Dahl Arts Center, Rapid City, SD
Type of Position: Hourly, Part-Time
Schedule: Flexible, 25 Hours a Week, Five Days a Week
Date Posted: 4/25/2024
Apply By: 5/3/2024

Are you seeking a better work environment? Is community important to you? The Rapid City Arts Council has been at the forefront of fostering art and culture in our city and region for over 55 years. Managing the community's vibrant Dahl Arts Center since its establishment in 1974, we provide a wide array of opportunities in visual arts, performing arts, and arts education for people of all ages and abilities. Our janitor is an essential player on our team, ensuring the cleanliness and upkeep of the Dahl galleries, classrooms, an event center, offices, and grounds. As an independent local nonprofit 501(c)(3) arts organization, we are dedicated to fostering equal opportunities for career growth and leadership development in the arts for all our team members. Learn more: www.rapidcityartscouncil.org & www.thedahl.org

Position Purpose:

As our only Janitor, you will become an integral part of our team, ensuring the impeccable condition of our facility and enhancing the experience for our guests. You will work closely with our facilities manager and events coordinator, contributing to the smooth operation of our programs and events. You will report directly to the facilities manager.

Flexible Position:

Flexible! This position offers 25 hours per week and is scheduled over five days (5) in the week. The hours can be scheduled between 6am and 5pm. May occasionally require some evenings and weekends based on our events calendar.

What You Will Do:

- Ensure a clean and safe environment for visitors and the public.
- Inspect interior and exterior areas daily.
- Follow instructions from the facilities and management teams, prioritizing and executing cleaning assignments as needed
- Adhere to established procedures for service requests.
- Wash floors, fixtures, mirrors, counters, and doors.
- Vacuum and remove spots from carpets.
- Scrub/buff floor with automatic machines.
- Dry and wet mop floors in uncarpeted areas, moving furniture as necessary.
- Clean and sanitize bathrooms.
- Remove trash from various areas.
- Address unexpected messes promptly and report any unsafe conditions to the supervisor.

- Check and reorder supplies as needed.
- Organize and stock janitorial storage areas.
- Maintain equipment and restock supplies as required.
- Deliver exceptional customer service.
- Assist with maintenance activities as directed, including seasonal tasks like snow removal and window cleaning.
- Attend staff meetings and participate in team activities and professional development.
- Fulfill other duties as delegated by the facilities manager.

Qualifications:

Skills and Experience:

- Previous experience in janitorial work or commercial cleaning roles in large buildings preferred.
- Demonstrated ability to deliver excellent customer service.
- Personal computer skills for record-keeping and communication purposes.
- Ability to communicate effectively, both orally and in writing.

Ability to:

- Perform physically demanding tasks.
- Ability to bend, stoop, climb, reach, push, pull, stand and walk for prolonged periods.
- Ability to push and pull cleaning equipment for 4-6 hours/day.
- Ability to lift at least 50 pounds and climb an 18-foot ladder.
- Work occasional evening and weekend shifts to include special events.
- Demonstrate reliability.

Working Environment/Physical Activities:

This role involves physically demanding work mainly indoors at a public art center, encompassing various areas such as performance venues, education centers, art studios, galleries, gift shops, and offices. Some outdoor tasks like walkway sweeping and snow removal may be required. Maintenance involves using cleaning products and basic tools. Exposure to art materials and dust is common. Staff must serve diverse demographics with respect, amidst foot traffic and noise from classes and events. Interaction with children and the public is frequent. Computer operations include email and online timesheets. Funded by the City of Rapid City but not a city position.

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Not sure if you qualify? We encourage you to apply for a role with RCAC even if you do not meet 100% of the qualifications.

Compensation:

\$14.50 - \$15.50 an hour - Part-time

Benefits:

- Flexible schedule
- Supplemental health insurance only (covers what your primary insurance doesn't)
- Company holidays
- Discounts on RCAC art classes and events
- Complimentary Tickets to RCAC concerts and events
- Downtown location with dedicated employee parking

Equal Employment Opportunity:

Rapid City Arts Council is an equal opportunity employer, providing a professional and positive work environment for all employees.

Background Check:

Yes, conducted after a conditional job offer. RCAC is a Fair Chance Employer.

Application:

Interested candidates are encouraged to apply, including those with criminal records.

We would like to give applicants an overview of the facility to manage expectations. This role will require an in-person interview and facility tour. Interested candidates are encouraged to apply before May 3, 2024. We plan to contact qualified applicants the following week. Our desire is to hire a candidate as soon as possible.

Apply via [Indeed](#), [ZipRecruiter](#) or send application materials to admin@thedahl.org with "Custodian" in the subject line.