

Maintenance & Custodial Technician

Job Description

The RI Philharmonic Orchestra & Music School seeks a Full-Time Maintenance and Custodial Assistant to be a part of its team at The Carter Center for Music Education & Performance in East Providence, Rhode Island.

The RI Philharmonic Orchestra & Music School's mission is to enrich and transform Rhode Island and our region through live symphonic performances and music education opportunities. To further this mission, we seek to provide performances and education programs that are of exceptional quality, relevant and accessible to all. In order to achieve this objective, it is essential that the Carter Center remains a clean, neat, safe, secure and functional facility for all of its users.

The Maintenance & Custodial Technician reports to the Maintenance and Custodial Specialist. Together, they are responsible for the cost-effective operation, care, preventative maintenance, and long-term preservation of the Carter Center's physical assets. The Maintenance & Custodial Technician enhances the value of the property by working with the Maintenance and Custodial Specialist and vendor-based resources to provide a pleasant, attractive and safe environment for our students, staff, faculty, and community members. The Maintenance & Custodial Technician communicates and coordinates primarily with the Maintenance and Custodial Specialist, but also with the School Director, Senior Director of Operations, and other RI Philharmonic staff to prioritize and facilitate building maintenance projects, custodial and janitorial needs, and routine disinfection.

Primary Responsibilities Include:

- General cleaning and custodial duties throughout the facility, to make sure all safety and sanitation standards are met. This includes sweeping, mopping, disinfecting, high and low dusting, vacuuming, furniture and surface cleaning, and trash removal
- Routine monitoring of all climate control systems, and reporting of any issues of concern
- Routine checking for leaks, stains, or other facility issues
- Stocking bathroom dispensers
- Light maintenance tasks, such as changing fan belts and air filters, and replacing lamps and ballasts
- Communication with vendors contracted to do scheduled maintenance and repair work on the facility while on site
- Communication with RI Phil staff regarding maintenance and repair work done on the facility, as necessary
- Window cleaning, including interior glass on doors, artwork, and exhibit cases
- Act as day porter for receiving shipments for faculty and staff
- Secure facility after operating hours by locking doors, closing windows, and setting alarm
- Moving furniture, supplies, and miscellaneous equipment, as needed
- Snow removal, as needed
- Painting, as needed

You are:

- Reliable and detail oriented
- Punctual and trustworthy
- In good physical condition
- Able to take direction, and then work independently
- Willing to stay in close communication with co-workers
- Fully Vaccinated against the COVID-19 virus

Qualifications:

- Proven experience as custodian, janitor, or similar role
- Ability to operate a floor stripping machine, snow blower, and tall ladder
- High School diploma preferred
- Must pass a State of Rhode Island BCI background check

Physical requirements:

- Regular walking, lifting, bending, stooping, pushing, and carrying
- Must be able to lift, pull and push 50 pounds

Schedule:

When hired, the Maintenance and Custodial Assistant will need to spend a minimum of two weeks “shadowing” the Maintenance and Custodial Specialist, during their normal working hours, which are Tuesday-Saturday, from 6am-2pm (includes a 30-minute break). After that time, the Maintenance and Custodial Assistant will shift to an afternoon schedule (exact hours TBD), Mondays-Thursdays, and Saturdays.

Benefits:

- Health insurance
- Dental insurance
- PTO
- Hourly Rate - \$18.03
- 403(b)
- Tickets to select RI Philharmonic Orchestra performances

The Rhode Island Philharmonic Orchestra & Music School is an equal opportunity workplace. As such, we cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team — one that makes better decisions, drives innovation and delivers better results.