

## **Northlight Theatre Facilities Department**

### Job Description

2026-2027

Season

**Job Title:** Custodian

**Category:** Part Time - Hourly, Non-Exempt

**Overall Description:** Working under the supervision of the Facility Manager, the Custodian is responsible for general custodial duties, building opening and closing procedures, light maintenance tasks, and other responsibilities within Northlight's new theatre and office spaces in Evanston.

#### **Responsibilities include but are not limited to:**

- Perform custodial tasks such as cleaning, sanitizing and disinfecting as assigned, including during performances at appropriate times.
- Ensure restrooms and other areas are properly supplied and cleaned.
- Sweep, mop, or vacuum floors/carpets.
- Use of maintenance and cleaning tools including but not limited to floor buffer, carpet/upholstery cleaner, and wet dry vac.
- Collect and remove garbage and recycling from all areas of the building.
- Organize and maintain cleanliness of custodial closets.
- Follow daily, weekly, and other periodic facility schedules.
- Provide light duty maintenance and submit reports to Facility Manager.
- Remove snow/ice and salt entryways when necessary.
- Assure opening/closing of building procedures are followed.
- Execute special events set up, support, and tear down as requested.
- Respond to real-time facility needs including emergency response protocols.
- Adhere to Northlight policies as listed in the Employee Handbook
- Other duties as determined by the Facility Manager: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off.

#### **Qualifications:**

The Custodian must be able to follow a schedule of set tasks and coordinate with others. Additionally, an ability to read and interpret safety labels, written instructions, and diagrams is required. The position involves working nights, weekends and occasional holidays. There will be some morning/opening shifts available. This position will require crouching, stooping, reaching, and lifting up to 50 lbs. It would be preferred (but not required) that the Custodian possess a mobile smart phone with ability to download and access maintenance related information via mobile app and company email. Experience with theatrical spaces/live venues is preferred. Facility, Custodial, Janitorial or related experience is preferred but not required. Northlight requires that all employees conduct themselves in performance and appearance acceptable to our audiences, colleagues, and Northlight's commitment to our pursuit of excellence as outlined in our mission.