



**DATE OF POSTING:** December 8, 2017

**POSITION AVAILABLE**

**TITLE:** Facilities Staff – Part Time

**CLASSIFICATION:** Part Time Non-Exempt

**DUTIES:** See Position Description

**HOURS:** 20 Hours/Week  
Swing Shift-Includes evenings and weekends

**QUALIFICATIONS:** **Required:** At least 1 year custodial and maintenance experience; Able to work within a team environment; Understands the importance of a safe and secure public facility; Minimum high school graduate or equivalent; Must be able to work a flexible schedule including evenings and weekends.  
**Desired:** Knowledgeable about security, safety, heating and cooling systems.

**START:** Immediately

**APPLICATION:** Email cover letter, resume and three references to [Siegmund@midlandcenter.org](mailto:Siegmund@midlandcenter.org):

Tina Siegmund  
HR, Payroll & Benefits Manager  
Midland Center for the Arts  
1801 W. St. Andrews  
Midland, MI 48640

**DEADLINE:** Open until filled

Affirmative Action/Equal Opportunity Employer



## Midland Center for the Arts Position Description

**Position Title:** Facilities Staff – Part Time  
**Group/Department:** Centralized Services-Facilities  
**Supervisor:** Facilities Coordinator  
**Classification:** Part Time Non-Exempt (hourly)

**General Purpose of Position:**

Under the direct supervision of the Facilities Coordinator, the incumbent provides a clean and safe environment for employees, patrons and visitors including all facilities comprising the Midland Center for the Arts.

**Principal Duties and Responsibilities:**

**1. Performances, Events, Exhibitions, Instruction**

- a. Cleans and maintains exhibits in all facilities; complies with public health standards to assure restroom cleanliness; provides a safe and secure environment for employees, patrons, visitors, rental and other user groups.
- b. Maintains and operates security and fire alarm systems; responds to safety and security related situations consistent with guidelines and procedures.
- c. Differentiates between safe and an unsafe environments, initiates appropriate action to remedy unsafe situations, utilizes MSDS information to deal with situations involving blood born pathogens.
- d. Prepares a summary of daily activities and assignments accomplished; reports any unusual events or problems.
- e. As required, operates energy management computer, check mechanical equipment and respond to complaints and questions regarding the heating and cooling systems.
- f. Follows all appropriate MIOSHA safety regulations as required.

**2. Team Membership**

- a. Works within a team environment, demonstrates the judgment to respond to situations on an individual basis or determine if other resource persons need to be involved

**3. Managing Key Relationships**

- a. Assures a positive visitor, patron and user group experience by demonstrating polite and responsible behavior towards all guests.
- b. Interact with staff, volunteers, customers, and renters in a courteous and helpful manner to accomplish assigned duties.

**4. Revenue Generation**

- a. Assist with the setup and strikes of activities that will increase earned revenue.

**5. Expense Management**

- a. Manages expenses on a day to day basis and identifies cost reduction opportunities within the Facilities Department.