



CACHE VALLEY  
**CENTER FOR THE ARTS**

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

### **POSITION DESCRIPTION**

Position: Building Representative

Salary: \$8.00-\$8.50

Classification: Part-Time, Non-exempt

### **POSITION SUMMARY**

Work under the direction and supervision of the Director of Facilities for the Bullen Center, Thatcher-Young Mansion and Ellen Eccles Theatre. Clean and maintain grounds and buildings. Assist with renters' needs and requirements for activities. Protect the premises through burglar and fire alarms. Work closely with hired security personnel for events. Assist office personnel with building maintenance requests.

### **AREAS OF EMPHASIS**

*The following is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.*

- Perform general and specialized custodial, maintenance, and repair of the Bullen Center, Thatcher-Young Mansion, and Ellen Eccles Theatre and grounds. General duties include: vacuum and shampoo carpets, sweep and mop floors, wash windows, mirrors, counters, doors, and walls. Clean and shine inside and outside of elevator. Sanitize and shine drinking fountains, door handles, and brass stairway/railing fixtures. Clean and maintain floors. Apply floor surface finishes. Clean and sanitize bathrooms. Stock rest rooms and dressing rooms with soap and paper products. Dispose of garbage and other debris. Change light bulbs. Adjust heating and cooling system. Lock and unlock buildings. Paint and perform structural repairs.
- Coordinate set-ups with facility events; set up and take down of tables, chairs, etc., according to users' set-up sheets. Promptly respond to users' requests. Helps with moving furniture and other items.
- Sweep, wash outside walkways and parking areas. During warm weather months, mow, trim, fertilize, water and weed lawns and flower beds, pick up trash/litter. During winter months, remove snow when necessary. De-ice sidewalks and parking lot.

- Thoroughly clean kitchen after every event. Wash and sanitize counter tops, cupboards, stovetops, ovens, sinks, center preparation table, refrigerator, freezer, microwaves, and warming ovens, inside and out. Remove garbage and clean container. Mop and shine floor.
- Protect the premises through burglar and fire security alarm systems. Call for towing of handicapped parking and other parking violators.
- Assist in a courteous manner the needs of renters, patrons, and class attendees of the Center.
- Other duties as assigned.

### **QUALIFICATIONS**

High School diploma or GED required. Must have the ability to read and comprehend simple instructions and ability to apply common sense understanding to carry out detailed written or oral instructions. Experience with cleaning equipment and products (brooms, mops, buffers, vacuums, shampoo and steam cleaners, chemicals); snow removal equipment (snow blowers, snow shovels, de-icing chemicals); outdoor maintenance tools (lawn mowers, trimmers/edgers, fertilizer and weed killing chemicals), and general custodial tools necessary related to the care and maintenance of inside and outside of buildings including carpentry tools. Basic electrical and mechanical knowledge is desirable. Must have the ability to follow directions closely and identify problems and to use safe work habits and to handle all equipment and products safely. Work independently and coordinate multiple projects and take direction under the Director of Facilities and Executive Director. Interact effectively and courteously with co-workers and building occupants. Lift heavy boxes and/or equipment up to 50 lbs. Must have full range of body/hand movement; ability to bend, stoop, kneel, and climb ladders. Must have the ability to change shifts if necessary and to work late evenings.

### **AUTHORITY AND ACCOUNTABILITY**

This person reports to the Director of Facilities and has no supervisory responsibilities.

### **ABOUT THE CENTER**

The Ellen Eccles Theatre is a 1,100 seat historic theatre that was renovated and reopened in 1993. The Bullen Center is contiguous to the theatre and has over 20,000 square feet of activity area on three levels. Next door to the theatre, the recently renovated historic Thatcher-Young Mansion provides office, meeting, and gallery space. These facilities provide venues for performing and creative arts, including studios, rehearsal areas, galleries, and rental space for a wide variety of public and private functions, both social and business. The theatre and arts complex is owned and partially funded by the City of Logan, with additional financial resources provided by Cache County, private donors, and operation revenues. The theatre can accommodate a broad range of programs, including theatre, opera, music, popular programs, films, and special events. The Center is home for the Utah Festival Opera and the Alliance for the Varied Arts.

**MISSION**

The mission of Cache Valley Center for the Arts is to bring cultural enrichment to the people of the extended Cache Valley community by presenting, exhibiting, teaching, and fostering quality fine art experiences, and facilitating other appropriate uses of the Ellen Eccles Theatre, Thatcher-Young Mansion, and the Bullen Center that will encourage widespread access, tourism, and economic development.

For more information on the area, visit [www.cachechamber.com](http://www.cachechamber.com)

**APPLICATION PROCEDURE**

Position open until filled.