

420 North Washington Avenue
Scranton, PA 18508

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SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE. CELEBRATED.

www.ScrantonCulturalCenter.org

- TITLE:** Facility Maintenance & Event Staff
- REPORTS TO:** Facilities and Physical Plant Manager
- CLASSIFICATION:** Non-Exempt – Part-Time Hourly as scheduled.

SUMMARY: This is a part time, hourly position, maximum 25 hours per week, in the Facility Maintenance and Event Staff department of the Scranton Cultural Center at the Masonic Temple. Primary Hours are Monday – Friday, 7:00 a.m. – 12:00 noon. Work can be scheduled Monday through Sunday and hours may vary. Specifically, this person will:

RESPONSIBILITIES AND DUTIES:

- Opening of facility at the start of the work day
- Maintenance of public walkways and entrances – sweeping, pickup up trash, snow blowing and shoveling.
- Moving and setting up of chairs, tables, etc., for the varied activities held at the Scranton Cultural Center.
- Basic Office Cleaning including dusting Sweeping, vacuuming, moping
- Replacement of burned out lights, fixture cleaning (requires using a ladder)
- Other duties as assigned

EMPLOYMENT STANDARDS:

1. EDUCATION:
 - Minimum High School Diploma or equivalent, or at least 2 years practical knowledge from working in the field in similar position.
2. EXPERIENCE
 - Experience working in similar position is required.
3. ABILITIES & SKILLS
 - a general working knowledge of cleaning techniques and equipment
 - interpersonal skills necessary to deal effectively and courteously with staff and guests
 - a general familiarity with the use of hand tools (hammer, screwdrivers, drill)
 - flexible availability
 - ability to work independently with little verification where errors may have an impact on organizational goals and / or finances
 - ability to read and write and interpret written and verbal instructions
 - ability to read and fill in work orders, checklists, instructions and the like
 - ability to solve routine problems with accuracy and composure

- effective written and oral communication skills
 - ability to work in an active environment with frequent interruptions and deal with a variety of assignments simultaneously
4. PHYSICAL STANDARDS
 - Ability to lift and carry objects weighing up to 50 lbs.
 - Ability to climb and work from ladders and lifts, work while standing for extended shifts.
 - Ability to work in a varied noise environment.
 5. CERTIFICATIONS
 - Valid PA Driver's license.

JOB RELATIONSHIPS:

1. POSITIONS SUPERVISED
Some part time staff may report to this position as duties require.
2. INTERFACING DEPARTMENTS
Outside Vendors/Clients/Users
Facilities
Events

SPECIAL JOB FEATURES:

Flexible hours, evenings and weekend hours are required.

WAGES:

Starting Wage is \$10.50/Hour employment and wages will be reviewed after a 90 day probationary period.

Send letter of interest, along with a list of references / recommendations to:

The Scranton Cultural Center at the Masonic Temple
420 North Washington Avenue
Scranton, PA 18503
Attention Facility Director

The Scranton Cultural Center is an Equal Opportunity Employer