



DANCE THEATRE OF HARLEM JOB DESCRIPTION
Maintenance Facilities Worker II
Full Time
Status: Non-Exempt

Dance Theatre of Harlem (DTH), established in 1969, is an institution rooted in diversity that celebrates and utilizes classical ballet and other dance forms to inspire as well as to effect change. Through its school, touring company and arts education programs, young people in the New York metropolitan area, across the country and around the world are exposed to the power of art to create a brighter future.

Reporting to the Director of Building Operations, the Maintenance Worker II, services the upkeep of the Everett Center for the Performing Arts, which include four dance studios, administrative offices, locker rooms, staff kitchen, and common areas. Additional spaces include the DTH Corner Studio at 847 St. Nicholas Avenue, Condo Apartment at 469 West 152nd Street, and Basement storage space at 479 West 152nd Street. Responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS

- Maintain a safe and efficient workplace for all.
- Working inside and outside the building premises.
- Sweep and mop interior spaces, maintenance of wood floors, vacuuming carpets and buffing and waxing tiles.
- Follow SSOP (Sanitation Standard Operating Procedures).
- Comply with proper handling of chemicals and dilution factors.
- Be able to read and understand sanitation procedures.
- Follow written and oral procedure, MSDS (Material Safety Data Sheets) knowledgeable.
- Keep outside areas of building clear and free of debris, including ice and snow.
- Prepare and set up of the audience seating and receptions during performances held at the facility.
- Provide general handyman work required throughout the building facilities.
- Prepare and help transport materials as needed.
- Occasionally run errands throughout the five boroughs.
- Complete janitorial work, including but not limited to trash removal, cleaning bathrooms, refilling bathroom supplies, cleaning kitchens, offices, hallways, stairwells, and other common areas.
- Other custodial, maintenance, or repair tasks as assigned by the Director of Building Operations.

Everett Center for the Performing Arts 📍 466 west 152nd street New York, NY 10031
ph. 212-690-2800 fax 212-690-8736 🌐 dancetheatreofharlem.org

JD: Maintenance Worker II
FINAL
6/15/23-DGB



Job description-Maintenance Facilities Worker II – cont'd

REQUIRED QUALIFICATIONS

- 3 years of minimum related experience
- High School Diploma (including vocational high school diploma), GED or equivalent, or certification from vocational training program.
- Ability for physical activity of climbing, ascending or descending stairs, poles and the like using feet and legs, hands and arms, balancing body, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing/pulling using upper extremities, occasional lifting or moving equipment up to 20 kgs., finger grasping, feeling, talking, hearing.
- Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Eligibility to work in USA

TERMS AND CONDITIONS

- Full time – not exceeding 40 hours per week.
- Compensation: Hourly, paid on a bi-weekly basis, commensurate with experience and education ranging from \$20.00 to \$25.00, per hour, plus fringe benefits after 3 months of service.
- Background check prior to resuming employment required.

APPLICATION INSTRUCTIONS

Submit resume and three references. Materials can be sent to humanresources@dancetheatreofharlem.org mark subject line: Last Name, First Name - Maintenance Worker II Search

NO CALLS PLEASE

Dance Theatre of Harlem is an equal opportunity employer.