



## **Hutchinson's Historic Fox Theatre, Inc.**

**18 East First Avenue  
Hutchinson, KS 67501**

**Position Opening:** Custodian

**Position Type:** Part-Time, 20 – 30 hours per week

**Schedule:** Flexibility with scheduling, including weekdays, evenings, and weekends, is essential based on the theatre's event schedule. Split shifts may be required on busy event days.

**Starting Pay:** \$16 per hour

Hutchinson's Historic Fox Theatre, a premier performing arts center, live venue, and movie theatre, is seeking a dedicated and reliable Custodian. The ideal candidate will maintain the cleanliness and appearance of our historic venue, ensuring a welcoming and safe environment for all patrons and staff.

### **Responsibilities:**

- Perform general cleaning duties including sweeping, mopping, dusting, and vacuuming floors.
- Clean and sanitize restrooms, including restocking supplies after each event and movie.
- Empty trash and recycling bins and dispose of waste appropriately.
- Clean and maintain the theatre's seating areas, stage, and dressing rooms.
- Ensure all public areas, including lobbies, entryways, and box office are clean and presentable.
- Perform minor maintenance tasks such as changing light bulbs and fixing minor leaks.
- Assist with setup and breakdown for events, including moving furniture and equipment.
- Report any maintenance or repair needs to the Executive Director.
- Follow all safety and sanitation policies and procedures.
- Respond promptly to emergency cleaning needs.
- Collaborate with other staff members to ensure a smooth operation of theatre events.

### **Qualifications:**

- High school diploma or equivalent required.
- At minimum, 3 years custodial or janitorial experience required.
- Knowledge of cleaning chemicals and supplies.
- Ability to work independently and as part of a team.

- Strong attention to detail and organizational skills.
- Physical requirements include but are not limited to safely pushing, pulling, reaching, bending, stooping, walking, carrying, climbing, regularly lifting up to 50 pounds, and carrying heavy objects up and down stairs
- Must possess eye/hand/foot coordination sufficient to operate equipment, tools, etc.
- Flexibility to work weekdays, evenings, and weekends based on the theatre's event schedule is an absolute must.
- Good communication skills and a friendly, positive attitude.

**Benefits:**

- Competitive Pay
- Employer Simple IRA Match (up to 3%)
- Be part of a landmark institution with a rich history and cultural heritage.
- Contribute to the preservation and promotion of the arts and local history.

**How to Apply:** Qualified candidates are invited to submit a resume by email to [jobs@hutchinsonfox.com](mailto:jobs@hutchinsonfox.com). Send only PDF attachments with Custodial Position as the subject line. Resumes may also be dropped off at the Fox Box Office between the hours of 9 AM & 5 PM Monday through Friday (excluding holidays). Please, no calls. Only complete submissions will be considered. Fox Theatre management will contact candidates of interest.