About Rural ARTS Collaborative

The Rural ARTS Collaborative is a 501(c)3 nonprofit organization comprised of artists, community members, and businesses who work together to design, support, and deliver creative programs to youth and adults living in and visiting Hardwick, Greensboro, and Craftsbury, Vermont. Guided by core values of arts, recreation, technology, and sustainability, our programs provide experiences for all ages and abilities that spark joy, inspiration, connection, and excitement, contributing to a healthier, more vibrant Northeast Kingdom. The Janitorial Staff play an important role in ensuring that the activity spaces are clean and welcoming to our participants.

Our working culture is inclusive, supportive, and employee-centered. Our team is innovative, motivated, and ambitious. Driven by a desire to support each other and our community, we take complex challenges head-on and work together to build solutions.

We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

Position Summary

Reporting to the Executive Director, Janitors maintain a regular cleaning schedule that supports our varied program schedule in our three program spaces: The Old Firehouse at 59 Mill Street in Hardwick, the Spark Annex on Laurenden Ave and the Spark/WonderArts space at 165 Wilson Street, Greensboro, VT.

This position is grant funded and temporary, beginning September 24, continuing through July 14, 2023, with no work on the following weeks:
- November 7
- November 21
- December 19
- December 26
- January 2
Janitor responsibilities include:

- Completing weekly and monthly cleaning checklists, and updating cleaning checklists to reflect the needs of the space
- Performing and documenting routine inspection and maintenance activities
- Monitoring cleaning supply inventory and ordering supplies
- Working within a determined supply budget and reporting ordering expenses to the Executive Director for bookkeeping on a bi-weekly schedule
- Carrying out special annual cleaning projects

Job brief

We are looking for Janitors to take care of our buildings and carry out cleaning, maintenance, and supply inventory duties. The goal is to keep our buildings in a clean, safe, orderly condition.

Responsibilities

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, etc.)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleaning tasks and special projects
- Notify management of needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Requirements and skills

- Previous Janitorial experience
- Knowledge of cleaning chemicals, supplies, and equipment
- Integrity and ability to work independently
- Compliance with Orleans Southwest Supervisory Union fingerprinting and background check requirements
Proposed work schedule

Monday mornings or evenings, Wilson Street and Laurenden Ave. locations, Greensboro: 2 hours; Tuesday mornings or afternoons, 59 Mill Street location, Hardwick: 2 hours. Starting September 24 and continuing through July 14, 2023.