



JOB TITLE: Part- Time Heavy Cleaner (4 days per week 6 hours per day) hours are determined weekly according to event schedule

DEPARTMENT: Hall Management: Maintenance

REPORT TO: Manager Heinz Hall Operations

**Duties and Responsibilities:** JOB PURPOSE AND REPORTING STRUCTURE

This person reports directly to the Maintenance Supervisor

The purpose of this position is to work as part of the Hall Management/Symphony Operations team: provide input on ways to improve operations efficiencies, quality and cost effectiveness, willingness to assist in a wide variety of maintenance duties; being flexible in work hours requested by Hall Management to accommodate the needs of events scheduled in the Hall

ESSENTIAL DUTIES AND RESPONSIBILITIES

In this position you may be required to perform and assist with any and all of the following duties:

Floor Cleaning:

Regular maintenance of Hall floors: parquet, terrazzo, marble, tile, curare, etc.

- Strip, wax, seal, buff and mop
- Special treatments to specialized floor, as needed or assigned by Hall Management
- Shampoo and spot clean carpets, as needed or assigned by Hall Management

Vacuum carpets every day

Polish brass, woodwork, and wrought iron

Handle meeting and reception set-ups/break downs (included but not limited to tables, chairs, podiums, etc.)

Assist with general office requests (including but not limited to: move furniture, transport supplies, repair, etc.)

Transport deliveries



Wash table linens, mops, rags towels, etc.

Seasonal cleaning of the Garden:

- Sweep, hose, leaf removal and snow removal
- Clean tables and chairs (wipe and wash as required)
- Empty trash cans and replace liners
- Clean and store all Garden furniture at the end of the season

General Cleaning:

- Clean all areas of Heinz Hall
- Clean projection room and light booth
- Clean windows daily on street level
- Clean three sheet/poster windows, as needed
- Clean sidewalks: (including but not limited to) sweep, hose, gum removal snow removal, and leaf removal
- Transport all trash to dumpsters in Dominion Tower Building
- Clean interior/exterior light fixtures, report light bulbs that need to be replaced
- Graffiti Removal
- Reporting of all damage, by self or others, to any Heinz Hall property including but not limited to equipment, facility, etc.

General Heavy Duty Cleaning of Theatre, Lobbies and Backstage Areas of Heinz Hall:

- Spills, spot cleaning of carpets, as needed
- Clean light fixtures, report light bulbs that need to be replaced
- Clean vents throughout the facility
- High dust/vacuum walls and draperies
- Sweep and mop stairwells, floors, theater seats, etc.
- Any and all other duties as directed by Hall Management.

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

The Pittsburgh Symphony, Inc. provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

To apply, please send a cover letter and resume to [hr@pittsburghsymphony.org](mailto:hr@pittsburghsymphony.org)