



**APOLLO THEATER FOUNDATION, INC.
JOB DESCRIPTION**

JOB TITLE: House Keeper
DEPARTMENT NAME: Maintenance
LOCATION: New York, NY
REPORTS TO: Director of Facilities

We are currently seeking experienced House Keepers. In this role you will be responsible for:

Essential Job functions

- Sweep and mop tiled floors and staircases.
- Vacuum offices and other carpeted areas.
- Clean mirrors, glass and windows.
- Polish and maintain brass rails, and frames
- Maintain cleanliness of rest rooms.
- Other duties as assigned

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk. Use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 25 Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Qualifications

- A High School Diploma or GED equivalency is preferred.
- Minimum three years experience in the above mentioned duties.
- This position is a union position (I.A.T.S.E. Local 306). All employees must become members of the union upon hire.

All applicants must be able to pass a Criminal and NSODB Background Check.

If you are interested in this position, please e-mail your resume & cover letter to: humanresources@apollotheater.org. Please include job title in subject line. No phone calls please.

Apollo Theater Foundation, Inc. EOE
