Lead Service Attendant

**JOB PURPOSE:**

Provides custodial and maintenance services and administrative event support for Indiana University Auditorium.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs event set up and tear down work, including moving furniture.

Interacts with public regarding event details including VIPs, artists, clients, guests, etc.

Works with House Management staff regarding scheduling for shows, receptions and conferences. Assists with catering for conferences and other meetings. Coordinates equipment moves and maintains inventory of all items; assists IATSE stage crew as needed; assists in emergency situations.

Provides direction to hourly Custodians and Set Up crew members.

Dust mops, wet mops, vacuums and buffs all floor surfaces. Shampoos carpet. Removes all debris and soil from seating area using necessary equipment. Uses cloth or feather duster to clean all vents, handrails and baseboards. Strips and applies finish to stairwells and handrails.

Cleans restroom glass, stools and sinks using the correct chemicals. Fills all paper and soap dispensers in restrooms.

Empties all waste receptacles in restrooms, dressing rooms and offices.

Performs minor repairs around facility, such as: replacing armrests, repairing seats, minor painting and furniture repair. Re-lamps facility lighting, polishes brass, cleans glass doors and mirrors.

Assists with bulk promotion brochures.

Performs general outdoor clean up such as power washing sidewalks and picking up trash. Performs other seasonal activities to include sweeping grass clippings and leaves and shoveling snow, etc. Provides guidance to hourly employees in the performance of daily tasks.

Performs other tasks as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of floor care and building maintenance techniques.

Ability to follow safe work practices in biohazard and/or hazardous waste clean-up (i.e. blood borne pathogens; toxic, reactive, explosive and ignitable laboratory wastes, corrosive wastes from cleaning
operations; other miscellaneous wastes from across campus). May involve training and tests in hazardous waste management.

Knowledge of materials, methods, and the tools used to perform job duties. Ability to operate the specific tools used in the area of expertise, including related tools and equipment.

Ability to understand and follow oral and written instructions.

Knowledge of basic computer skills and applications.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: High school diploma or GED

Experience: One year experience with event set up, cleaning and maintaining a large public venue.

PHYSICAL REQUIREMENTS: Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, sifting/carrying up to 50 lbs multiple times per shift, fingerpering, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors, possible exposure to extreme hot or cold for one hour plus. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.