JOB DESCRIPTION – PART TIME
OPERATIONS HOUSEKEEPER/CUSTODIAN

Facility Name:	**VENUWORKS OF CHESAPEAKE, LLC – CHESAPEAKE CONFERENCE CENTER**

JOB INFORMATION

Job Title:	Housekeeper/Custodian - Part Time	Department:	Operations
Reports To:	Operations Supervisor	FLSA Status:	Exempt ☐ Non Exempt ☒
Prepared By:	Deb Malenda	Date Prepared:	3/19/2026
Approved By:	Donna Cannatella	Approved Date:	3/22/2026

SUMMARY

This position is responsible for cleaning and general maintenance of the venue. In particular, this position provides janitorial/custodial services for the venue's administrative office, 24-hour corridor, lobby, and ticket office. This position is also involved with events in assisting in the conversion (set-up/ tear down) of events at the venue. This person will be assigned general custodial duties during event hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Sweeps, mops, seals, waxes, and polish floors
2. Washing walls, woodwork, and windows
3. Vacuum carpets, remove stains, etc.
4. Dusts furniture
5. Prepares function space for meetings including moving furniture
6. Cleans and polishes restrooms
7. Assists in the setting of tables, chairs, and other equipment for events, as needed
8. Does painting, equipment repair and general maintenance as directed.
9. Will maintain public areas, parking lots, loading docks, service corridors and storage rooms in a clean, safe and efficient manner.
10. Is familiar with custodial procedures including MSDS, equipment, proper usage of chemicals and proper personal protective equipment, as applicable.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Must work with guests, patrons, and other employees in a courteous manner.
2. Ability to follow directions and adhere to safety guidelines.
3. Ability to work a varied schedule under diverse conditions and according to sometimes stringent time schedules.

EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicants must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.
2. Willingness to obtain certifications that may be necessary to perform job functions.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram and schedule form.

REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.

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 position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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.

1. While performing the duties of this job, the employee is occasionally exposed to cold temperatures and elevated noise levels, depending on the nature of a particular event.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	