



JOB DESCRIPTION

Title:	Custodian I
Reports to:	Facilities Manager
Classification:	Part-time (28 hours), Non-Exempt
Pay Range:	\$19-\$24/hourly, based on experience
Location:	On-site at Cygnet Theatre's new location in Arts District Liberty Station.
Review Date:	January 20, 2026

ABOUT CYGNET THEATRE

Cygnet Theatre is one of San Diego's premier theatre companies, serving over 50,000 patrons annually. Having recently moved into our new location at the Arts District Liberty Station, we seek dedicated and innovative professionals to help support our operations in this exciting new chapter. At Cygnet, we believe in the power of theatre to inspire, ignite debate, and celebrate the human story. Join us in bringing this mission to life in our new, state-of-the-art venue!

POSITION SUMMARY

The Custodian I is responsible for maintaining the cleanliness, appearance, and safety of all Cygnet Theatre facilities. This role plays a vital part in ensuring a welcoming and professional environment for staff, artists, and patrons.

Key Responsibilities:

Cleaning & Maintenance:

- Perform daily cleaning of theatre spaces, offices, restrooms, dressing rooms, and common areas
- Sweep, mop, vacuum, and sanitize floors and surfaces
- Empty trash and recycling bins and manage proper waste disposal
- Clean windows, mirrors, and glass doors regularly
- Maintain restrooms and restock supplies as needed
- Assist in cleaning and preparing spaces for rehearsals, performances, and events
- Assist with cleaning the greenrooms including refrigerator, microwave and running dishwasher

Facility Support:

- Report maintenance issues or safety hazards to the Facilities Manager
- Set up and break down rooms for meetings, events, and performances as required
- Perform minor repairs or maintenance tasks when necessary



- Assist with deliveries and inventory of cleaning supplies.
- Ability to clearly communicate both verbally and written with Custodian II and leadership for support
- Ability to coordinate and direct Custodian II when needed in daily tasks

Safety & Compliance:

- Follow all safety protocols and cleaning standards
- Use cleaning products and equipment properly and safely
- Ensure compliance with OSHA standards and company policies

Qualifications:

- Previous custodial or janitorial experience required; experience in a theatre or venue environment preferred
- Knowledge of cleaning practices, supplies, and equipment
- Strong attention to detail and pride in maintaining a clean and orderly environment
- Ability to work independently with minimal supervision
- Demonstrate good time management skills
- Ability to quickly respond in a timely matter to an emergency cleanup on performance nights
- Physical ability to lift up to 50 lbs, climb ladders, and stand or move for extended periods
- Flexibility to work evenings, weekends, and holidays as needed

Working Conditions:

- Primarily an on-site role within the theatre's performance, administrative, and public spaces
- Exposure to cleaning chemicals and equipment
- Requires standing, bending, lifting, and other physical tasks
- Availability to work weekends and afternoon/evening shifts on performance days

Cygnnet Theatre is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theatre field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, marital or familial status, sexual orientation, national origin, ability, age, or veteran status.