



HEADWATERS MUSIC & ARTS

Building Cleaner Job Description

Headwaters Music & the Arts is an independent non-profit organization music and arts program located in the heart of downtown Bemidji. We were established in 1992 by a small, determined group of visionaries with the goal to provide opportunities for creativity through instruction and inspire the community through music and the arts.

The Building Cleaner completes weekly general cleaning of Headwaters Music & Arts building with the goal of a tidy, safe and pleasant space for staff, instructors, visitors, volunteers program participants, and event attendees. Cleaning should take place outside of busy program hours (weekdays 3-7 pm) or when special events take place. Tasks should be completed within 4 to 5 hours each week.

Building Cleaner Duties

1. Clean and stock bathrooms (4 bathrooms with sinks and toilets).
2. Clean public areas (sweep and mop or vacuum lobby, entrance, hallways, art studio, stairways)
3. Empty waste baskets and recycling
4. Vacuum offices and studios (10 small music studios and two offices)
5. Monitor humidifiers and dehumidifiers.
6. Water plants as needed
7. Clean windows and glass as needed
8. Order cleaning supplies and paper products
9. Inform executive director of building issues or concerns

Our expectations

1. Able to complete weekly tasks without supervision
2. Ability to pass background check
3. Physical ability to complete repetitive physical tasks
4. Supports the philosophy and mission of Headwaters Music & Arts
5. Positive, friendly and encouraging attitude

What we offer

1. A friendly and supportive environment that encourages creativity and growth
2. Free personal use of performance and rehearsal space
3. Discounted rates for Headwaters art, writing, music or pottery classes
4. Compensation for this four hour per week job ranges from \$11-13 hour depending upon experience

Contact us!

For more information or to apply, contact Executive Director Tricia Andrews at 218-444-5606, tricia.andrews@headwatersmusicandarts.org or Headwaters Music & Arts, 519 Minnesota Ave NW, Bemidji MN 56601. This job begins March 2023 and is open until filled.