

**Position Title:** Custodian (Facilities Operations Coordinator)  
**Company:** Newsweb LLC  
**Location:** Chicago, IL 60614  
**Employment Type:** Full-time  
**Annual Salary:** \$40,000 - \$50,000  
**Hours:** Monday – Friday, 7:00 am – 3:30 pm  
**Benefits:** Medical, dental, vision, 401(k), disability, life insurance, paid time off and sick days  
**Background Check:** Yes  
**Vaccination & Booster Required:** Yes  
**Interested Candidates:** Apply via [Indeed](#) or send resumes directly to Jobs@Newsweb.com

Wrightwood 659 is looking for a skilled Custodian to join our winning team. This position will report to the Director of Operations and will be responsible for performing custodial and maintenance duties to ensure that the facilities and the exhibition environment are maintained in a safe and sanitary manner. Given the unique and delicate character of the building, it is critical that this person exhibit the utmost care and thoughtfulness in their work. In addition to work at Wrightwood 659 there will be some tasks that extend to adjacent properties along Wrightwood Avenue. Additionally, the Custodian should be prepared for occasional special projects which may be unscheduled and are required by ownership.

Specific job functions include daily cleaning of the gallery interior, seasonal maintenance of outdoor spaces, use of building protection materials, and minor building repairs such as patching and painting. Knowledge of building systems including electrical, plumbing, carpentry, and HVAC is recommended for this role. Wrightwood 659 works with outside contractors to repair critical building equipment, but the Custodian will be asked to assist on smaller repair projects around the building.

**Maintenance Protocols:**

- Wrightwood 659 follows specific maintenance protocols based on recommended cleaning guidelines from manufacturers and material science groups. Responsible for understanding and following these guidelines.
- Work as a critical collaborating member of the Operations team. A flexible and enthusiastic approach are important qualities for this role and the success of the operations team.

**Top Qualifications:**

- Minimum of 3-5 years custodial experience required.
- Ability to operate floor scrubbing machine.
- Must be highly responsive: when critical tasks emerge, and quick action is required.
- Must be conscientious and careful: when dealing with delicate surfaces and materials in a gallery setting.
- Must be adaptable: to take on a wide range of tasks that can change frequently.

**Physical Requirements:**

- Extended periods standing, time on-foot and use of stairs. Ability to perform a wide range of strenuous manual labor.
- Moderately high level of physical conditioning is required to perform activities and may be required over the course of multiple days during peak installation periods.
- Must be able to sustain repetitive lifting and hauling tasks of bulky items of at least 80 pounds.

**Highly competitive pay package commensurate with experience & excellent benefits package. Free onsite parking. Ideal candidate is someone looking for a long-term position.** We are an equal opportunity employer with a progressive, LGBTQ-friendly environment looking for someone who is excited to join our team.

**Health and Safety**

The health and safety of our guests and staff is our priority. In an effort to reduce the risk of spreading COVID-19, we have adopted the following measures based on CDC, state, and city guidelines: All guests and staff must be fully vaccinated against COVID-19 and masks covering the mouth and nose are required at all times. All persons offered a position will be required to provide valid proof of full vaccination against COVID-19 prior to starting employment.