

PAPER MILL PLAYHOUSE

Job Title: Overnight Porter

Status: Part-Time | Non-Exempt

Schedule: Wednesday – Sunday | 11:30 PM- 3:30 AM (with flexibility up to 4:30 AM based on operational needs) averaging 20-25 hours per week.

Reports to: Director of Facilities with daily coordination from the Carriage House and Concessions management team.

About the Carriage House Restaurant

Paper Mill Playhouse is currently undergoing a \$48 million, campus-wide renovation project that includes an \$8.5 million renovation and expansion of the F.M. Kirby Carriage House Restaurant - scheduled to open in March as a multi-concept, full-service dining and event venue – as well as multiple theater concessions stands. The Carriage House Restaurant will feature four distinct areas: a main dining room and bar, a smaller dining room/coffee bar, a cocktail lounge, and a flexible event space for up to 100 guests. The restaurant will serve both theatergoers and standalone diners, with expanded opportunities for special events, private functions, catering, and creative programming in collaboration with other departments.

Position Overview

The Overnight Porter is a vital member of the Facilities team, responsible for the thorough cleaning and aesthetic restoration of the Carriage House restaurant and theater concession areas. Working while the “house is dark”, you will ensure that each space is sanitized, and presentation ready for the following day’s operations. This role is essential to the daily experience of our patrons and staff. This position is solely responsible for cleaning and sanitation functions only and does not include food preparation or cash handling. The role supports multiple departments and requires strong communication skills to ensure consistent cleanliness standards are maintained across all guest-facing spaces.

Key Responsibilities & Expectations

To maintain the high standards of a world-class regional theater, the Porter will focus on three main “touchpoints”:

The Carriage House (Dining & Bar)

- **Floor Care:** Sweep and mop all hard surfaces; vacuum all carpeted dining areas including under tables and along baseboards.
- **Surface Sanitation:** Sanitize bar tops, dining tables, and host stands using approved food-safe cleaners.
- **Furniture Reset:** Ensure chairs and tables are aligned according to the floor plan; wipe down chair legs and rungs as needed.

Concession Areas & Lobby

- **Spill Remediation:** Deep clean sticky surfaces, counters, and floors common in high-volume beverage service areas.
- **Glass & Brightwork:** Clean glass partitions, display cases, and polished metal fixtures to a streak-free shine.
- **Waste Management:** Empty all trash and recycling bins; replace liners and haul waste to designated outdoor dumpsters.

Restrooms & Common Touchpoints

- Sanitation: Scrub and disinfect sinks, toilets, and urinals.
- Restocking: Replenish soap, paper towels, and tissue dispensers.
- High-Touch Points: Sanitize door handles, railings, and elevator buttons.

In the event of time constraints, restroom sanitation and concession high-touch areas take priority.

Qualifications and Experience (Requirements)

- Consistency: Ability to work the 11:30 PM start time reliably across the Wednesday – Sunday block. Reliable attendance and punctuality are essential due to the independent and overnight nature of the position.
- Physicality: Must be able to perform the essential functions of the position, with or without reasonable accommodation, including prolonged standing/walking and lifting up to 40 lbs. (trash, mop buckets).
- Attention to Detail: Strong attention to detail with pride in delivering consistently clean, well-presented spaces.
- Independence: Ability to work efficiently with minimal supervision in a quiet, overnight environment.
- Commitment: Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

Equipment Operations & Maintenance

The Overnight Porter will be trained on and expected to safely operate the following:

- Floor Maintenance Tools: Use of industrial upright vacuums, backpack vacuums, and electric floor buffers or “side-by-side” scrubbers for the Carriage House hard floors.
- Chemical Dispensing Systems: Knowledge of proper dilution ratios for concentrated cleaning agents (degreasers for concessions vs. glass cleaners for the lobby).
- Sanitation Hardware: Operation of electrostatic sprayers or pressurized deep-cleaning systems for restroom sanitation.
- Safety Gear (PPE): Consistent use of “Wet Floor” signage and personal protective equipment (gloves, non-slip footwear) to maintain a safe work environment.
- Completion of required safety and OSHA-related training is mandatory prior to independent operation of equipment.

Operational Touchpoints

To ensure a seamless hand-off to the morning crew, the Porter is responsible for:

- Equipment Care: Cleaning and storing all vacuums and mops at the end of every shift.
- Inventory Reporting: Noting and reporting low stock levels of cleaning supplies or restroom paper products via a nightly log or digital check-in.
- Facility Security: Assisting in securing designated areas in accordance with established end-of-shift security procedures. The Porter may be the only facilities team member onsite during portions of the shift and will coordinate with security personnel as needed.

Compensation

\$20.00 per hour.

Apply

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

To apply, please submit a resume and cover letter describing how your experience makes you the right candidate for this position to Recruiting@PaperMill.org with subject line: **Overnight Porter**. No phone calls, please.

The successful candidate will be required to authorize a background check, which will be conducted at Paper Mill's expense in full compliance with relevant law. The offer to the successful candidate will be contingent on the results of the background check.

About Paper Mill Playhouse

Founded in 1934 and recipient of the **2016 Regional Theatre Tony Award**, Paper Mill Playhouse is an internationally recognized leader in American musical theater and a cornerstone of arts education and access across New Jersey. Each year, Paper Mill produces groundbreaking new works and acclaimed revivals to over 200,000 audience members, while its award-winning education programs reach more than 40,000 students, educators, and families through in-school partnerships, and access initiatives that nurture creativity, build confidence, and cultivate the next generation of theater lovers. The campus also includes the F.M. Kirby Carriage House restaurant and other facilities that support vibrant programming and community engagement across a range of performance and hospitality experiences.

Our Mission

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.