

Event Facilities Staff

Overview

- Keep event spaces in clean and orderly condition. Perform facility setup, changeover, cleaning, and maintenance. Must be able to focus on the job while staying on their feet and moving about freely, which can include bending, climbing stairs and carrying items weighing 25-50 pounds. Assists with additional maintenance, inventory stocking and other tasks as assigned.

Duties& Responsibilities

- Set up, arrange, and remove decorations, tables, chairs, and ladders to prepare facilities for events such as banquets and meetings.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Remove debris from sidewalks, driveways, and parking areas, using appropriate equipment.
- Replenish supplies and equipment needed for cleaning and maintenance duties.
- Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners.
- Empty and clean wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc. in event spaces.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust, clean and polish furniture, fixtures, doors, wall hangings, equipment, etc.
- Wash walls, ceilings, and woodwork, waxing and polishing as necessary.
- Follow procedures for the mixing and use of chemical cleaners and power equipment, according to specifications in order to prevent damage to floors and fixtures.
- Disinfect equipment and supplies.
- Perform routine preventive maintenance of tables, chairs, floors, event equipment, etc.
- Arrive to work at scheduled time, perform services to established standards and ensure the facility is locked and secured when you finish and leave.
- Handle special requests appropriately and note on the checklist and company paperwork
- Identify potential safety or maintenance issues and communicate them to facility management.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.
- Other duties as assigned.
- Required to work an irregular schedule including; early mornings, weekends, and holidays to accommodate client needs.

Compensation:

- Starting Wage: \$12/hour
- Part Time – Downtown Parking Pass – Bonus Schedule
- Early Mornings (6am/7am) & Weekends Required