

## **Part Time Facility Set-up Job Description**

We are looking for someone who has an understanding and ability to adhere to applicable safety rules and procedures. The ideal candidate will have excellent customer services skills, and an eagerness to work in a service oriented environment subject to frequently changing priorities. We are looking for applicants 18 years of age or older. A high school diploma or GED equivalent is preferred. Experience in working in a public facility is highly sought. We at the St. Charles Convention Center ask all applicants consider their work flexibility, as we service a wide array of ever-changing clients. These clients may have events that take place over long hours of the day, evening and night shifts, weekends and holidays as well. At the St Charles Convention Center, we will always encourage a strong work/life balance. The ideal candidate will be fluent in English.

### **Essential Functions:**

- Set-up and tear down including: risers, chairs, tables, staging, dance floors, carpet squares, pipe and drape, and other items as needed for events at facility
- Handle folding chairs, stacking chairs, tables of various shapes and sizes, drapery, and skirting
- Responsible for safe use of various supplies including variety of cleaning chemicals, mops, brooms, shovels, and scrapers
- Operate an assortment of equipment including: buffers/burnishers, rider sweepers/scrubbers, walk behind scrubbers, blowers, vacuums, snow removal equipment, and others as needed
- Adequately perform post-event cleanup and trash removal
- Perform light maintenance tasks as assigned
- May occasionally work with heavy equipment or power tools

### **Benefits:**

- 401(k) with company match policy
- Flexible scheduling