



Detailed Job Description

EVENT WORKER

JOB TITLE EVENT WORKER		SUPERVISOR RESPONSIBILITY NONE	DIVISION/DEPARTMENT Memorial Auditorium
LOCATION Pittsburg, KS 66762		<input checked="" type="checkbox"/> Part-time: <u>0-25</u> Hours Per Week	DATE WRITTEN 08/12/2008; 1/2016: 4/6/2018
REPORTS TO AUDITORIUM OFFICE MANAGER	SALARY \$7.25-\$8.00		EXPERIENCE Any combination of education, training, or experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience working in a public contact capacity. Must possess a valid Driver's license by hire date.
OVERTIME EXPECTATIONS As required	OVERTIME PAY/TRAVEL REQUIREMENTS None anticipated		BENEFITS Per Employee Manual
JOB OBJECTIVE - Perform duties which involve responsive customer service oriented public contact with clients; including physical tasks such as room setup and breakdown involving the placement of chairs, tables, stages, risers, podiums, and the cleaning of rooms, auditorium, restrooms, bar area, kitchen; taking out trash; setup and operation of AV equipment in support of meetings and events. Responsible for monetary transactions involving ticket, concession, and (if over 21 years of age) alcoholic beverage sales; balancing of cash drawers and inventory.			
ESSENTIAL FUNCTIONS Communication: Communicates with Memorial Auditorium clients, other City employees, vendors, and the general public in order to respond to questions and requests for service; give direction; answer questions; discuss event setups and AV changes; and enforce safety regulations, and City and MACC policies. Completes checklists and convey information to full time staff of any issues with an event, sales, or facility maintenance. Helps instruct and train newly hired event workers.			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



Detailed Job Description

Manual/Physical: Sets up and put away chairs, tables, and staging, according to the floor chart specifications. Performs custodial cleaning and maintenance tasks such as sweeping, mopping, dusting, operating a floor scrubbing machine, picking up trash, painting to maintain facility. Operates a motor vehicle requiring a standard Driver's License to move equipment, pick up parts and materials, move stacks of chairs, tables, etc. Uses common hand tools such as a hammer, screwdriver, and wrench to adjust staging and do minor repairs to facilities. Moves tables weighing up to 60 pounds for distances of up to 30 feet to comply with event setups. Cleans rental spaces, including the auditorium. Works with cleaning fluids and agents and paints to clean and touch up floors and walls.

Mental: Takes accurate measurements and makes simple mathematical calculations. Reads and understands layouts, and simple sketches and drawings to locate items in room setup. Learns job-related material through on-the-job training regarding hookup and operation of AV equipment. Able to handle cash and credit card transactions. May operate ticket sales and concession sales software program on computer or tablet.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of: City policies and procedures regarding events; general event layout, equipment and room capacity; general maintenance procedures and equipment; and customer service principles.

Skill in: Providing service to customers; operating cleaning, maintenance, and AV equipment; and ability to be tactful yet firm in dealing with impatient, upset, and/or demanding clients.

WORK REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working conditions include: standing for long periods of time; dealing calmly with angry people; performing light maintenance tasks (i.e., clean up and/or repair of toilet backups; basic painting and other facility or equipment repairs as needed); and lifting and moving heavy objects. Work is subject to irregular hours (i.e., evenings, weekends, holidays, split shifts), sometimes on short notice in order to meet the demands of scheduled events.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.