



Job Title: Operations EVENT CREW

Status: Part-Time. No more than 32 hours a week.

Position Overview:

Employees in this position will work with a supervisor to complete a daily task list. These lists include a vast array of duties such as building janitorial and custodial services, event set up and breakdown, concert stage builds, laying out chairs/tables based on a specific room diagram, and maintaining the overall cleanliness of the grounds. All tasks are carried out while demonstrating essential safety protocol and following well-defined procedures, methods, and practices.

Essential Duties and Responsibilities

Duties and Responsibilities may include, but are not limited to, the following:

- Assist in the set-up of various events stage within Arena or Convention Center
- Sweeps, vacuums, and mops floors and stairways.
- Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.
- Assemble and disassemble table and chair diagrams.
- Observes appearances and conditions of premise and equipment; reports needed repairs and safety hazards.
- Scrubs, strips, sanitizes, waxes, and buffs floors and washes walls, ceilings, woodwork, windows, mirrors, and light fixtures.
- Follows all safety precautions and Commission policies and procedures.
- Ensures compliance with applicable building and safety codes.

Minimum Qualifications

Knowledge of:

- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Safety regulations, codes and safe work practices.

Ability to:

- Lift up to 50lbs, bend, climb, and walk.
- Work in inclement weather and at various heights.
- Be physically and mentally fit to respond to emergency situations.
- Work a flexible schedule including daytime, evenings, overnights, and weekends.
- Available on-call for emergencies by telephone/cell 24-hours per day.
- Work in confined areas and heights.
- Communicate effectively.
- Work in a team environment.

Educational Requirement

No specific amount of formal education is required.

Experience Preferred

One year of experience in the care and cleaning of buildings or event set-up knowledge.

License

Possession of or ability to obtain a valid Mississippi Driver's license.