

## **Part-Time Operations Crew Pool**

### **DEFINITIONS:**

This position is part-time only; it is limited to less than 1,000 hours per calendar year. It is not eligible for benefits such as paid vacation, retirement, health insurance or paid sick leave.

This position works a variable schedule as needed. There will be no set weekly schedule or guarantee of weekly hours.

This position is not a path to full-time employment with the Bell County Expo Center. There is no warranty of promotion.

This position pays \$10.00 per hour and is eligible for overtime pay when more than 40 hours are worked in a week. Management will avoid overtime when possible. All work calls have a four hour minimum.

### **DUTIES:**

This position assists the Expo full-time workers in setting up and taking down equipment for events, facility cleaning and manning events.

#### **Examples of tasks:**

- setting up/taking down tables, chairs, staging and decorator drapes
- setting up/taking down livestock equipment
- facility cleaning, including wiping down tables and chairs, mopping, cleaning restrooms, emptying trash, cleaning horse stalls and livestock areas
- rudimentary facility maintenance under supervision
- communicating and working with the Expo lessees (people who rent the facility) and the public
- other tasks and duties assigned by management

## Part-Time Crew Pool (cont'd)

### REQUIREMENTS:

- ability to effectively communicate in English, spoken and written
- maintain cell phone service and provide telephone number to Expo supervisor (work schedules will be posted through text messaging)
- access to reliable transportation (there will be night shifts)
- ability to work widely variable hours
- ability to be paid by direct deposit
- meet I-9 eligibility to work in the United States
- adhere to Expo Drug and Alcohol Policy

### DRESS CODE

Employees must wear pants, shirt with sleeves (short or long) and closed-toe shoes.

Employees may not wear shorts, dresses/skirts, sleeveless shirts, tank tops or any article of clothing with overt or offensive advertising or slogans (as deemed by management).

Steel-toe shoes or boots are required on shifts where livestock equipment will be handled. This will be declared when the work calls are placed.