Job Title: Operations EVENT CREW

Status: Part-Time. No more than 30-32 hours a week.

Position Overview:

Employees in this position will work under the direction of a supervisor to complete daily custodial and cleaning tasks. Primary responsibilities include performing janitorial services throughout the facility, cleaning and sanitizing restrooms and common areas, maintaining floors and surfaces, collecting and disposing of trash, and ensuring the overall cleanliness and appearance of the building and surrounding grounds. Additional duties may include cleaning and preparing spaces before, during, and after events. All responsibilities must be performed in accordance with established safety protocols, cleaning procedures, and facility standards to provide a clean, safe, and welcoming environment for guests and staff.

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

- 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.