

Horseshoe Event Support

(<https://www.governmentjobs.com/careers/comic>)



APPLY

Salary ⓘ	\$40,176.66 Annually	Location ⓘ	79701, TX
Job Type	Full-Time	Job Number	2019-00456
Department	Midland County Horseshoe	Opening Date	09/19/2024

DESCRIPTION

BENEFITS

Summary

Please ensure that you fill out this [DPS criminal background check permission form \(https://www.co.midland.tx.us/DocumentCenter/View/469/Criminal-Background-Check-Permission-Form-PDF\)](https://www.co.midland.tx.us/DocumentCenter/View/469/Criminal-Background-Check-Permission-Form-PDF)(you must open this in internet explorer to digitally sign). All that is needed is your name, signature, and the date.

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT THE TWO FORMS LISTED BELOW: You MUST attach

- ***[DPS criminal background check permission form \(https://www.co.midland.tx.us/DocumentCenter/View/469/Criminal-Background-Check-Permission-Form-PDF\)](https://www.co.midland.tx.us/DocumentCenter/View/469/Criminal-Background-Check-Permission-Form-PDF)***
- ***A copy of your Resume***

This position assists in the event janitorial, setup, breakdown, upkeep of the venue, and works on and with other various systems and equipment, including, but not limited to tables and chairs, cleaning equipment, staging, and other technology and equipment. This position may work early mornings, late nights, occasional overnights, weekdays, weekends and holidays. The schedule will be fluctuating to meet events needs and to ensure the facility is always in top condition and presentable. This position is also responsible for filling out appropriate paperwork for documentation of work performed and event materials used.

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Essential Duties and Responsibilities

- Setting up necessary tables, chairs and stages and other equipment for events.
- Works in close coordination with Event Staff Supervisor, Event Staff, Event Coordinator and all Business Office Staff.

- Being assigned various tasks by the Event Staff Supervisor, Booking Manager & Event Coordinator.
- Facilitating the proper organization and cleanliness of venues.
- Upholding any necessary safety precautions.
- Providing high levels of customer service at all times.
- Checking and inspecting janitorial equipment for potential damage.
- Aiding in event breakdown and cleanup after the event.
- Ensures all restrooms, hallways, public spaces, green rooms, dressing rooms, kitchen, rental spaces, offices, etc. are cleaned and maintained as needed for events and for daily business operations.
- Stock all cleaning supplies, paper products, soap dispensers, etc. in all required areas.
- Keep track of janitorial supplies stock ensuring product is always on-hand and assist in the ordering of product when necessary.
- Keep close watch on event calendar and in constant communication with Event Coordinator for number of event attendees planned and ensuring all necessary paper and janitorial products are on-hand well in advance.
- Replace any broken equipment in restrooms, kitchens, etc. when paper towel dispensers, soap dispensers, toilet paper dispensers, etc. break.
- Monitors external cleaning with outdoor trash cans, parking lots, livestock stalls, etc. as directed.
- Operates janitorial equipment with floor sweepers, scrubbers, push brooms, mops, etc.
- Completes work logs, work orders, and various paperwork necessary for documentation of work and services performed.
- Complete the Program Heavy Machinery Certification assigned by the Horseshoe Director.
- Adheres to county and departmental policies and procedures.
- Regular and timely attendance is required.
- Additional responsibilities as assigned by Horseshoe Director, Event Staff Supervisor, Booking Manager and Event Coordinator.

Qualifications, Education, and/or experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or its equivalent plus, trade school or one year of experience in required knowledge, skills, and abilities.

Knowledge, Skills and/or ability Hi! I'm your applicant support virtual agent. I can help you with login problems. What seems to be the issue?

Previous knowledge or willingness to learn the Event Support critical role in ensuring the correct and efficient management of events in both public and corporate settings to meet the venue standards.

SKILL/ABILITY TO

Previous knowledge or willingness to learn and maintain strong organizing skills. Ability to efficiently multitask, perform well under pressure, excellent critical thinking abilities, high level of attention to detail, a positive attitude and strong interpersonal skills. perform mathematical calculations; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with co-workers and the general public.

Agency

Midland County

Address

500 N Loraine St

Midland, Texas, 79701

Phone

432-688-4852

Website

<https://www.co.midland.tx.us/383/Human-Resources> (<https://www.co.midland.tx.us/383/Human-Resources>)

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