

## City of Vergas

## Job Description

<b>POSITION TITLE:</b>	Event Center Support
<b>DEPARTMENT:</b>	General Government
<b>SUPERVISION RECEIVED:</b>	Clerk/Treasurer
<b>SUPERVISION EXERCISED:</b>	None
<b>FLSA STATUS:</b>	Part Time not to exceed 230 hours a year/ Non-exempt
<b>Date of Latest Revision:</b>	TBD

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### **Position Summary:**

Oversee the physical environment and maintenance of the Event Center, to include cleanliness, repair needs, event set up, and inventory management to ensure a positive environment and atmosphere.

### **Essential Functions of the Position**

#### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversee all maintenance and cleaning of the event center and recommend improvements as needed, ensuring excellent levels of safety and sanitation.

Complete the inventory of items before and after events; ensuring all items rented are accounted for including china, silverware, glassware, furnishings and equipment.

Opening and closing the Event Center and serve as a point of contact during an event.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

### **Performance Criteria**

- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to support rental needs.

### **Minimum Qualifications**

- High school diploma or equivalent.
- Proficiency in reading, interpreting, and communicating procedures and policies.

### **Desirable Qualifications**

- Vocational or business school training.
- Experience in facility oversight.

**Special Working Conditions**

Work is light to moderate with variably frequent rising, walking, standing and bending. This position requires you to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to review policy and procedures. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is typically low to moderate.

**The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.**