

Position Announcement: Event Operations Specialist Full Time
Req#20190109

POSITION SUMMARY

This positions primary focus is event set-up and tear down and cleaning and maintenance services as needed to support an outstanding visitor experience as well as adequately maintain the ongoing cleanliness and appearance of the facility.

ESSENTIAL RESPONSIBILITIES

Event Set-up

- Set up and take down flooring, portable chairs, operable walls, barricades, staging, tables and other equipment for the successful execution of events.
- Operates equipment, such as pallet jacks, forklifts, scrubbing machines, extractors or other light power-driven equipment.
- Provides debris removal and other general labor activities.
- Maintain and repair event equipment.
- Transport equipment to and from offsite storage, as is necessary, utilizing City Truck

Cleaning and Maintenance

- Perform facility cleaning and janitorial tasks including, but not limited to, cleaning and stocking restrooms; sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, stripping, carpet cleaning, window washing and waxing as needed.
- Perform cleaning duties on facility equipment, chairs, desks, counters, sinks risers, tables, walls carpets, concrete and tile floors and operable walls and barricades as needed.
- Perform janitorial cleaning of all interior non-public areas such as offices and service hallways.
- Perform cleaning of exterior of facility including Esplanade and Boulders Terrace, sidewalks, parking areas and Jackie Lee Houston Plaza.
- Perform cleaning of interior and exterior windows and glass doors at all times including during event hours.
- Maintain general meeting room readiness prior to event set-up such as dusting window and door frames and fixtures, polishing wood surfaces, refreshing paint surfaces as required, ceiling tile replacement, cleaning of air duct grates and light bulb replacements.
- Perform deep cleaning/extraction and stain and gum removal on carpets in all areas during and after event hours or as required.
- Perform inspections of all public and non-public areas and all exterior spaces.

Other

- Assist clients and facility visitors as needed.
- Attend and participate in planning, training, and staff meetings.
- Promotes and fulfills SMG goals and brand promise.
- Participates in safety programs to achieve safety goals.
- Assists with various department and organization projects and special assignments as needed.
- Performs other assigned duties as required.

QUALIFICATIONS

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:

High School Diploma or equivalent

Experience:

- Previous experience working in an event set-up or janitorial related field preferred.

Skills and Abilities:

- Knowledge of general janitorial methods and practices.
- Knowledge of basic set-up configurations.
- Ability to understand and communicate clearly with clients and colleagues.
- Professional appearance and attitude is essential.
- Ability to work both independently and in a team environment.
- Ability to work various hours including nights, weekends and holidays.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):*

- Ability to work through the facility and at various events including: sitting, standing walking, lifting, reaching, stooping, kneeling and/or crouching, pulling and pushing.
- Ability to operate various mechanical equipment.
- Ability to use various cleaning chemicals safely.
- Ability to work both indoors and outdoors, and in warm temperatures
- Ability to lift up to 30 lbs. and up to 100 lbs. with mechanical assistance.

Certifications:

- No certifications are required, forklift operators certification preferred

HOW TO APPLY:

SMG is an Equal Opportunity Employer M/F/V/D

If you meet the minimum requirements above, please visit our website at www.palmspringscc.com

<https://recruiting.adp.com/srccar/public/RTI.home?d=External&c=1152751&d>

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SMG is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply VEVRRRA Federal Contractor.

Date Opened: 01/09/2019

Closing Date: Until Filled