Job Title: Event Attendant (part-time)

Job Summary: This position is responsible for providing support for city-sponsored events such as concerts, movies, Bridge fest, Breast Cancer Walk, Christmas Festival, etc. Duties will include preparation and clean-up of city facilities and grounds, assist customers at weddings, receptions, parties/events held at the Merle Manders Conference Center and Ted Strickland Community Center. This is a part-time job with sporadic call-ins. Hours will vary week to week, month to month, and will be based on the number and types of events scheduled. There are no guaranteed hours per pay period. Some activities occur during evening hours and on weekends.

Class Characteristics: This is a temporary part-time classification level.

Essential Duties and Responsibilities:

- As the on-site event attendant ensure the event starts on time and runs smoothly as well as assist patrons;
- Assist in preparing facilities and grounds for events; set up; and remove tables, chairs and other items;
- Monitor public restrooms for supply needs and notifies appropriate personnel;
- Participate in general clean-up of facilities before, during and after events; includes picking up and emptying trash and sweeping floors if necessary, notifying appropriate personnel of maintenance needs;
- Monitors facility use for attendee activities during events, including ensuring the safe use of facilities and equipment;
- May operate audio-visual equipment;
- Provides information to patrons regarding the events and special facilities for the handicapped; location of restroom; provide directions and/or parking alternatives request;
- Work with city staff and assist with coordination;
- Opens designated doors and/or buildings for events;
- Responsible for closing procedures of buildings, including locking doors which should be locked, turn off lights when no other functions are scheduled;
- Report irregular or suspicious circumstances to the appropriate staff; respond to emergency situations and take appropriate action
- Other duties may be required to help ensure the success of each event.

Job Title: Event Attendant (part-time) (continued)

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with those encountered in the course of the work;
- Demonstrates decision making/problem solving ability;
- Demonstrates interest and initiative in learning new techniques and procedures;
- Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors;
- Accepts and follows instructions, evaluation and correction;
- Knowledge of the safe operation of tools and equipment used in the job;
- Knowledge of safe work methods and basic safety practices;
- Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards;
- Knowledge of applicable federal laws and administrative rules; state laws and administrative rules; and city ordinances;
- Knowledge of Department and City policies, procedures, directives rules and regulations;
- Knowledge of basic technical sound and lighting equipment
- Skilled in the use and operation of listed tools and equipment
- Skill in safely lifting and moving objects
- Ability to work independently;
- Ability to perform manual cleaning tasks;
- Ability to communicate effectively with the public in a courteous, tactful and fair manner;
- Ability to work effectively as an individual and as a team member;
- Ability to adapt to change and changes in work conditions;
- Ability to work flexible hours on varying days of the week, including evenings and weekends as required

Supervisory Controls: The work of this position is performed under the general supervision of the Conference Center Manager with some supervision by the Events Coordinator such as the assignment and direction of specific tasks. Work is checked periodically.

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of facility event duties.

Personal Contacts: Contacts are typically with public works department, senior management, co-workers, elected officials,

vendors, contractors and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts and provide services.

Physical Demands: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light objects. Must be able to move up to 20 pounds and must occasionally lift and/or move up to 50 pounds. Assistance will be provided for heavier loads.

Work Environment: Work is performed in an indoor and outdoor environment with or within where the employee is exposed to noise, dust, dirt, and slippery or uneven surfaces.

Supervisory and Management Responsibility: None

Minimum Qualifications: A high school diploma, GED or equivalent is required. Additional post-secondary education is preferred. Previous work experience in event set-up duties, event planning, facility maintenance and customer service is preferred. This position will consist of a pool of applicants that can work a flexible schedule and be on-call to assist with Events held at the Merle Manders/Ted Strickland Community Center. Must be able to work various hours including days and evenings, and various days of the week, mostly weekends.

How to Apply:

Go to the City of Stockbridge website at www.cityofstockbridge.com, and complete an online application by clicking on Human Resources/employment opportunities. Please indicate the position you are applying for on the application and submit. Applications will be accepted through January 31, 2020 5:00pm, or until a qualified applicant pool has been received. Hourly rate for this position is $12.00/hour.