

POSITION: Facility Worker

PAY: \$8.00 per hour

DESCRIPTION:

Gateway Center is a Convention Center which this position requires a lot of physical work and it does require General Housekeeping/Maintenance as well.

The Facility Worker is required to perform a full range of custodial and maintenance duties. Some duties are performed while the Convention Center is in full operation or during change-overs and employee must cooperate with other staff so as to minimize inconvenience. Facility Worker's immediate supervisors are the Facility Foremen/Lead Supervisors and Director of Operations & Technology.

EXAMPLE OF DUTIES:

Insure proper storage of all Gateway Center equipment

Sweep, dust and wet mop floors, seal and wax floors and operate cleaning equipment

Clean restroom walls, floors, tiles, fixtures and replenish restroom supplies as needed

Remove trash and garbage from receptacles and keep receptacles clean and odor-free

Clean debris and waste matter from clogged drains and toilets when maintenance department is not available

Clean and/or replace light bulbs, fluorescent tubes and fixtures when maintenance department is not available

Clean, set up and remove chairs, tables, risers, "poles and drapes", staging and related equipment

Operate forklift

Repair and maintain fixed and portable equipment

When directed, supervise and direct part-time custodial labor in achieving the above responsibilities.

Provide guidance to new facility employees

Perform light maintenance work when requested by Supervisor

Report any and all repair related tasks that need to be addressed to supervisor

Performs related work as required

QUALIFICATIONS:

*Ability to read, write and follow oral and written instructions

*Person should be in good physical condition

*Considerable ability to lift, move and control heavy objects & equipment

*Ability to operate and use powered mechanical equipment such as fork lift, scrubbers and other necessary equipment to perform duties

*Must be pleasant and courteous to clients and patrons using the Center facilities

*Working knowledge of general housekeeping and cleaning techniques desired but not required.

*Ability to work odd or unusual hours, split shifts or on Holidays in preparing for or cleaning up after scheduled events.