

# JOB DESCRIPTION – PART TIME OPERATIONS (GENERAL WORKER)



Facility Name:	<b>VENUWORKS OF CEDAR RAPIDS</b>
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## JOB INFORMATION

Job Title:	Maintenance Worker	Department:	Maintenance
Reports To:	Jason Lester, Back of House Event Manager	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Janna Graber, Human Resources Manager	Date Prepared:	3/2/2015
Approved By:	Sharon Cummins	Approved Date:	3/8/2015

## SUMMARY

Responsible for cleaning and general maintenance of the venue. In particular, this position provides janitorial/custodial services for the venue’s arena, administrative office, 24-hour corridor, lobby, and ticket office. This position is also involved with events in assisting in the conversion (set-up/ tear down) of events at the venue. This person may also be assigned general custodial duties during event hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. General cleaning of all arena spaces before, during and after events.
2. Assists in conversion of the arena for events based on directions provided by supervisors.
3. Sweeps, mops, seals, waxes, and polishes floors
4. Washes walls, woodwork, and windows
5. Dusts furniture, vacuum carpets, removes stains, etc.

**OTHER DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

1. Cleans and polishes restrooms
2. Assists in the setting of tables, chairs, and other equipment for events, as needed
3. Does painting, equipment repair and general maintenance as directed.
4. Maintains public areas, parking lots, loading docks, service corridors and storage rooms in a clean, safe and efficient manner.
5. Is familiar with custodial procedures including, MSDS, equipment, proper usage of chemicals and proper personal protective equipment, as applicable.

## SUPERVISORY RESPONSIBILITIES

None.

## 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.

1. Must work with guests, patrons, and other employees in a courteous manner.
2. Ability to follow directions and adhere to safety guidelines.
3. Ability to work a varied schedule under diverse conditions and according to sometimes stringent time schedules.
4. Must be available to work days, nights and weekends, and occasionally holidays.

## EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

## CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver’s license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.
2. Willingness to obtain certifications that may be necessary to perform job functions.

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## LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

## REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

## 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 position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics 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.

## CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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