

Position Description

Position:	Event Support/Housekeeping (Weekend)
Organization:	Accountable to Director of Facilities and IT
FLSA Status:	Non-Exempt – Hourly
Revision:	June 2022

Basic Function:

Responsible for event setups and breakdowns and housekeeping as directed. Emphasis will be on preparing for and providing support for Sunday services.

Position Responsibilities:

Performs event support and housekeeping functions to accomplish position objectives, including but not limited to the following:

- A. Setup and breaking down scheduled meetings, events, and functions per the ShelbyNext room schedule calendar. Prepare coffee, lemonade, and water as requested.
- B. Provide event support as requested. Special emphasis is on providing event support to all worship services.
- C. Assists with memorial services and special events
- D. Available for weddings, receptions, etc., on a separate compensation basis.
- E. Restroom cleaning
- F. Respond to spills and cleanups
- G. Trash removal
- H. Clean floors
- I. Vacuum carpets, rugs, and floormats
- J. Dust and sweep
- K. Clean kitchens
- L. Identifies supply shortages and notifies supervisor of requirements
- M. Available for errands, as needed
- N. Performs security functions for facility, including opening and lock-up in accordance with work schedule

Qualifications:

- This is an entry level position. Previous event support & housekeeping experience in an educational or commercial environment is desirable, but not mandatory.
- A positive attitude and good interpersonal skills are a necessity
- Basic computer knowledge and skills are necessary
- Must be able to lift 50 lbs