



*Get Up and Go!*

## **JOB DESCRIPTION**

**POSITION: BAYFRONT CONVENTION CENTER - HOUSEKEEPING**

**REPORTS TO: Operations Manager**

**POSITION  
SUMMARY:**

The Bayfront Convention Center Housekeeping Person is a part-time, "hands-on" position responsible for performing the tasks relative to the daily housekeeping, customer services, safety and cleanliness, laundry operation, other work as required. He/she must work closely with the Operations Manager to insure satisfying the Bayfront Convention Center goals and objectives in a most effective and efficient manner. He/she is expected to perform other duties as assigned by his/her supervisor.

**QUALIFICATIONS:** The Housekeeping helper must possess a high school diploma. He/she must have the ability to work safely and efficiently. He/she must be able to follow instructions. A general knowledge of cleaning methods. He/she must be capable of working with others and be able to communicate with these workers to meet the needs of the tasks at hand. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check. He/she must possess a valid Driver's License.

**SALARY: \$9.00/Hour**



809 French Street • Erie, PA 16501 • [www.erieevents.com](http://www.erieevents.com)

Administrative 814-453-7117 • Fax 814-455-9931 • Box Office 814-452-4857

## **HOUSEKEEPING - JOB DESCRIPTION DETAIL**

- The housekeeping helper is a hands-on-position responsible for performing all the tasks relating to the safety and cleanliness of the Bayfront Convention Center.
- He/she will assist with custodial tasks, laundry operation and other work as required.
- Performs event change over by providing a full, detail-cleaning of the event space and preparing the space for the next event. The process typically includes: removing trash, cleaning tables, dusting, vacuuming.
- The changeover may also include the use of riding and/or walk behind floor care equipment, carpet extractors, vacuum cleaners, tile floor cleaning equipment, etc.
- Utilizes time in the most efficient and effective manner possible.
- Utilizes the resources of the ECCCA in the most efficient and effective ways possible.
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- Must work well with fellow employees, as a team member, working toward common goals.
- Must be a self-starter and work extremely well without supervision.
- Must work well under pressure and strive to meet deadlines.
- Must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Must treat guests and coworkers with courtesy and respect.
- Must be honest, trustworthy and dependable.
- Implements and maintains ECCCA and BCC policies and procedures.

**Erie Events is an Equal Employment Opportunity Employer:  
Minority/Female/Disability/Protected Veteran**