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JOB DESCRIPTION

POSITION: **BAYFRONT CONVENTION CENTER –
PART-TIME OPERATIONS/HOUSEKEEPING**

REPORTS TO: Operations Manager

**POSITION
SUMMARY:**

The Bayfront Convention Center Operations/Housekeeping Person is a part-time, “hands-on” position responsible for performing the tasks relative to general operation, customer services, maintenance, safety and cleanliness, housekeeping, and other work as required. He/she will assist with event changeovers and in repair and/or custodial tasks, parking lot operations, as well as assisting Food and Beverage operations and other work as required. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS: The part-time Operations/Housekeeping helper must possess a high school diploma. Must be 18 and older. 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 RANGE: \$12.00 per hour



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OPERATIONS/HOUSEKEEPING - JOB DESCRIPTION DETAIL

- The housekeeping/operations worker 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.
- 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 Operations Worker is a hands-on-position responsible for performing all the tasks relating to the general operation, maintenance, safety and cleanliness of the buildings and grounds.
- He/she will assist with event changeovers and in repair and/or custodial tasks, parking lot operations, laundry operation, as well as assisting Food and Beverage operations and other work as required.
- Performs event changeovers by performing the physical tasks as required. These event changeovers typically occur in the late evening and early morning, and often on weekends, as the facility is converted from one set-up to another. Generally, event scheduling requires changeovers to be accomplished along with an event clean up. The changeover and clean up tasks need to be completed on a timely basis. The proper, timely completion of changeover tasks is critical for the continued smooth operation of the facility.
- 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, moving tables and chairs, setting up stage/risers and other equipment as needed.
- 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 complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Maintains close communication and works cooperatively with the Operations Manager.
- Implements and maintains ECCCA and BCC policies and procedures

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