

Chaifetz Arena

JOB DESCRIPTION



JOB TITLE: Changeover Crew
Reports To: Operations Supervisory Staff
FLSA Status: Part Time Hourly; Non Exempt
EEO Status: Service Worker

SUMMARY:

The Part Time Changeover Crew Staff is an on call, per event employee who works specifically in the areas of room sets and arena conversions at the Chaifetz Arena.

ESSENTIAL FUNCTIONS (including, but not limited to...):

- Must be able to work in a manner that is safe and effective.
- Reliable transportation and working contact information are required.
- Must be able to lift 60 lbs. or more on a regular basis.
- Set-up and tear down including: risers, chairs, tables, pipe and drape and other items as needed for events at facility.
- Handle folding chairs, stacking chairs, tables of various shapes and sizes, drapery and skirting
- Operate an assortment of equipment including: buffers/burnishers, rider sweepers/scrubbers, walk behind scrubbers, blowers, vacuums, snow removal equipment and others as needed
- Provide excellent customer service assistance to internal and external clients
- Exemplify the *How You Do it* philosophies

NON ESSENTIAL FUNCTIONS:

- Perform other duties as assigned

QUALIFICATIONS:

- High school diploma, GED or equivalent preferred
- Must have a demonstrated ability to function in a fast paced, high-pressure environment
- Experience in public facility highly preferred
- Must be able to communicate clearly and concisely in the English language
- Possess strong interpersonal and communication skills
- Ability to work both independently and as part of team
- Must have the ability to work flexible schedule including long hours, nights, weekends and holidays.

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

- While performing duties of this job, the employee is frequently required to multi-task under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time; Position also requires frequent use of interpersonal skills with staff including following verbal, written or a diagram of instructions. Employee must be able to recognize and resolve conflicts in being able to openly communicate with all staff. This position requires employee to frequently work both independently and as part of a team for variety of tasks.

Physical demands:

- While performing duties of this job, the employee frequently lifts and moves facility equipment, supplies and/or tools. Employee will constantly move about inside and outside various areas of the facility before/during/after events; position will require employee to frequently bend, stoop, or crouch in order to set-up, tear down or clean in various areas of the building and grounds. Employee will occasionally be required to identify or match colors/tones of furniture, dance floor, carpet or other items as necessary. Employee will as needed operate various machines in cleaning and maintenance of building; employee will constantly communicate via radio and in-person with staff to exchange accurate information. Employee may frequently be required due to business demands and event operations to lift and/or move up to 60 pounds.

Work environment:

- The duties of this position are performed primarily indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate during non-event days and when not operating equipment and moderate to loud during event days when equipment is in operation.

This job description is subject to change.

EOE.DFWP

I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

NAME: _____ DATE: _____