

## JOB DESCRIPTION

**POSITION TITLE:** *Facilities Event Support*  
**POSITION REPORTS TO:** *Facilities Manager and Supervisor*  
**DEPARTMENT:** *NCCC Facilities*  
**SCHEDULE (may vary):**  
**RATE/SALARY:**  
(optional to post)

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### General Description

- Support all NCCC events by providing room set-ups & tear-downs (*to include: tables, chairs, audio/video/lighting, & other furniture or fixtures requirements*).

### Specific Duties and Responsibilities

- Prepare room set-ups & tear-downs per Daily Schedules.
- Complete items on "To Do List" during slow times.
- Use "Communication Log"
- Secure the site at the end of the day ('Opening & Closing' procedure).
- Keep 'big picture' in mind (before & after events).
- Other duties as assigned (Janitorial; Maintenance; Repairs; Painting; Work Requests) and other tasks as directed by Supervisor.

### Knowledge Skills Require for the Job

- Computer skills with ServiceU software.
- Able to read maps and layouts.
- Working knowledge of security systems.

### Desirable Qualifications

- Prior work in service industry.
- Working knowledge of air conditioning controls.
- Working knowledge of audio/video/lighting systems.
- Servant's heart.
- Hospitality.

### Personal Relations

- Daily interaction w/Facilities Manager, Supervisor and NCCC Staff.

### Work Environment

- Professional yet semi-casual office.
- Fast-paced environment requiring the ability to multi-task.

- Ability to work in outdoor weather conditions.

#### **Minimum Qualifications Required**

- **Education:** High School Diploma or equivalent.
- **Experience:** One (1) year or more in the service industry.
- **Other:** Always aware of condition of site operations. High attention to details & sense of urgency. Ability to reestablish priorities daily or more often, if needed.

#### **Physical Requirements**

- Ability to lift up to 25 pounds (frequently) & 50 pounds (occasionally).
- Ability to reach, climb, balance, stoop and crawl.