

JOB DESCRIPTION

Position Title	Part Time Facilities Event Support
Position Reports to:	Supervisor & Facilities Manager
Department:	Facilities
Schedule (may vary)	12:30 – 9:00pm (Tuesdays; Saturdays; and Sundays)
Rate/Salary	Hourly rate \$16.50 to \$18.50 DOE

General Description

- Support all NCCC events by providing room set-ups & teardowns (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 Required for the Job

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

Personal Relations

- Works as a team
- Daily interaction w/Facilities Manager, Supervisor and NCCC Staff.

Desirable Qualifications

- Prior work in service industry.
- Working knowledge of air conditioning controls.
- Working knowledge of audio/video/lighting systems.
- Servant’s heart, Passion for God, and the Mission of NCCC
- Hospitality.

Minimum Qualifications Required

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

Work Environment

- Professional yet semi-casual .
- A fast-paced environment requires the ability to multi-task.
- Ability to work in outdoor weather conditions

Physical Requirements

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