



City of Glenarden  
Job Posting

**Gold Room Crew Chief (Part-Time)**

**Incumbent must be available to work nights and weekends.**

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**NATURE OF WORK:**

The Gold Room Crew Chief is responsible for managing a small crew by prioritizing projects, assigning work tasks, monitoring work quality and work schedules, insuring crew safety, and providing performance feedback.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as Gold Room Coordinator in their absence.
- Communicate effectively with crew members and Gold Room Coordinator to create work schedules, train new employees, and resolve any interpersonal issues as needed.
- Effectively communicate with Gold Room Coordinator and crew to fulfill and address any issues or needs requested by the guest.
- Provide assistance to the Gold Room Coordinator during all events.
- Responsible for the setting up Gold Room and/or Community Center with designated tables, chairs, and table covers prior to any event.
- Responsible for the clean-up during and after each event, which includes mopping, vacuuming, removing garbage and trash cleaning and mopping bathrooms, hallways, lobby, entrance to kitchen and dance floor.
- Monitor and maintain cleanliness of bathrooms during and after each event, which includes supply with toilet paper and soap; clean counter tops, sinks, urinals and commodes.
- Maintain cleanliness and organization of storage closet; remove trash, wipe down shelves/counters; sweep; and remove non-floor closet items and transport to proper areas
- Pick up supplies as needed by the Gold Room Coordinator.
- Clean kitchen stove and counter tops.
- Remove all trash and garbage to the City dumpster.
- Must be available to work mainly nights and weekends.
- Performs other duties as assigned.

**EDUCATION, EXPERIENCE AND TRAINING:**

**Minimum Education:** High School diploma or GED equivalent.

**Job Requirements:** Ability to follow instructions. Good people and communication skills.

**Special Training or Experience:** None

**Work Experience in Positions Similar or Related to This Job:** At least two years of experience in facility maintenance, conference center or banquet facility operation.

**REPORTING RELATIONSHIPS:**

**This position Reports to:** Gold Room Coordinator

**This position has Supervisory and/or Management Responsibility for:** Crew Members

**PHYSICAL DEMANDS**

Ability to conduct activities involving walking 50% of the time, standing 40% of the time, and sitting 10% of the time.

Ability to grasp and manipulate maintenance and repair tools and materials such as ladders, wheelbarrows, wrenches, pumps, motor, and chemicals.

Ability to conduct activities including climbing, balancing, stooping, kneeling/bending, crouches, crawling, twisting, climbing, and reaching on a frequent basis.

Ability to lift up to 50 lbs., and carry, push or pull up to 75 lbs. on a regular basis and push or pull polymer drums weighing up to 200 lbs. occasionally.

Ability to participate in routine conversation in person or via telephone and to distinguish voice, signal, and other auditory tones.

Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to fulfill responsibilities of the position.

Ability to operate machinery, equipment, have access to a vehicle or use public transportation.

The position requires the ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity.

**OTHER REQUIREMENTS:**

Ability to understand verbal information and instruction.

Ability to exchange information with others and to develop and present recommendations.

Ability to read and understand written information.

Ability to compose information and instruction in written form.

Ability to use mathematical reasoning as necessary to carry out the responsibilities associated with performance requirements.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a part-time position. Flexible work schedule is required to include evening and weekend work is required as duties demand.