



City of Glenarden Job Posting

Gold Room Crew Member (Part-Time)

Incumbent must be available to work nights and weekends.

NATURE OF WORK:

The Gold Room Crew is responsible for setting-up and tearing down of events as well as cleaning and maintaining banquet functions as directed by the Gold Room Coordinator or Crew Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 one year experience in facility maintenance, conference center or banquet facility operation.

REPORTING RELATIONSHIPS:

This position Reports to: Gold Room Coordinator and/or Crew Chief

This position has Supervisory and/or Management Responsibility for: None

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.