



Position: Operations Changeover Laborer

Department: Operations

Reports to: Operations Manager

FLSA Status: Part-time, Hourly, Non-exempt

Summary:

Perform general labor activities as assigned in support of Peoria Civic Center operations. Setup and tear-down of stages/platforms, tables & chairs, event flooring. Starting pay is \$15.50/hr. and up.

Essential Duties and Responsibilities:

- Setup and tear-down various events.
- Clean and maintain assigned areas.
- Assist exhibitors and other customers as needed.
- Use equipment, supplies, and materials in a safe manner.
- Maintain tight security of the building and work areas.
- Install electrical services as needed for trade shows, etc.
- Be alert for, and report, safety hazards.
- Promote the reputation and goodwill of the Peoria Civic Center through a well-groomed appearance and pleasant, helpful, and courteous interactions with customers, the public, and other employees.
- Other duties as assigned.

Supervisory Responsibilities:

None for this position.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work a flexible schedule, including nights, weekends, and holidays, according to the event schedule.
- Ability to work an overall part-time schedule, including weeks with no hours, according to the number and type of events scheduled.
- Must be 18+ years old to apply.

Education and / or Experience:

- High school diploma/GED required.

Skill and Abilities:

- English language fluency.

Computer Skills:

- Basic computer competency preferred.

Other Qualifications:

- Must have reliable transportation.

Working Conditions and Physical Demands:

The physical demands 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.

- Work is performed in a fast-paced environment requiring multi-tasking and overlapping deadlines. Ability to work extended and/or irregular hours including nights, weekends and holidays as needed. Must have the ability to walk extended distances and climb stairs. Physical requirements include the ability to frequently lift up to 50 lbs., and occasionally up to 100 lbs.
- While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants that need reasonable accommodations to complete the application process may contact ASM Global Human Resources at the Peoria Civic Center at mjohnson@asmpeoria.com.