



Job Description for Full Time Event Operations Crew

Reports to: Director of Events

Salary: Beginning pay range: \$16-\$19 an hour depending on experience, 40 hours a week. Work hours may vary based on employer need and are not limited to Monday – Friday 8 a.m. – 5 p.m. When necessary, this crew member's work schedule may include early workday and weekend mornings and later workday and weekend evenings.

In Addition: 11 paid holidays, earned vacation and sick time, health and dental insurance, contribution to retirement fund and various additional insurance benefits.

This position works side-by-side with HMCC Event Operations Crew Members, HMCC Part-Time Event Operations Staff, and Temporary Event Operations Staff.

Essential Functions

- Implement event layout/set up/requirement sheets called the Banquet Event Order (BEO).
- Assist in the set up of events as provided in instructions contained on the BEO.
- Connect electrical hook-ups for vendors;
- Ensure operation of lighting at all times;
- Facility trash and recycling collection;
- Provide customer service during events;
- Assist with repairs on equipment and facility as needed;
- Independently perform maintenance and cleaning duties of restrooms and other common areas including scrubbing of floors, steam cleaning of chairs and drapes and/or table skirting.
- Maintain food service areas according to code requirements;
- Perform a variety of manual task in the maintenance and repair of carpets, cleaning carpet, windows, floors, doors, parking lot, lights, etc.;
- Perform the safe operation of the scissor lift or fork lift to carry out required duties;
- Continuously improve the overall quality of HMCC facility; encourage co-workers to develop and improve customer service.
- Guide Operations Crew Member and/or temporary staff assisting with set up at the HMCC facility.
- Maintain inventory list of HMCC equipment (tables, chairs, pipe and drape, etc).

Required Knowledge, Skills and Abilities:

- Dress appropriately according to the HMCC Dress Code (uniform information on weekly schedule when clients, customers and guests are in the building).
- Exercise care in the use of cleaning materials on different types of surfaces and in handling furniture or other equipment.
- Operate power driven machinery, such as scrubbers and sweepers.
- Understand and follow oral and written instructions.
- Use graphic instructions such as layouts, setup plans, or other visual aids.
- Clean areas using a broom, mop, or other appropriate tool.

- Move heavy objects (50 pounds or more) short distances (20 feet or less), and move light objects (less than 20 pounds) long distances.
- Set up and remove folding tables, chairs, risers, wall panels or similar objects.
- Wash walls, windows, mirrors, and other surfaces using such tools as a sponge, squeegee and appropriate cleaning solution.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards.
- Work safely without presenting a direct threat to self or others.

Acceptable Experience and Training

- Must be willing and able to carry out the functions of the day-to-day operations of the Hickory Metro Convention Center
- Must be at least 18 years of age.
- High school diploma or GED equivalent preferred.
- Must be constantly aware of changing events, such as staff or supply shortages.
- Able to work from general instructions and specifications, with minimal supervision.
- Able to work effectively in a service-oriented environment subject to frequently changing priorities.
- Able to respond calmly to public concerns; must be accountable and responsible.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Able to stand for extended periods of time.
- Able to lift, bend, kneel, twist and stretch.
- Able to lift and move equipment up to 50 pounds.
- Ability to work independently or in teams.

The statements contained herein reflect general details as necessary to describe the principle functions of this full time job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.