



Job Description for Part Time Event Staff

Reports to: Director of Events

Hourly: \$12 - \$14 per hour.

Hours Per Year: On average, 15-25 hours per week, but no more than 999 hours per calendar year (January-December)

This part time position is vital to the Hickory Metro Convention Center, as the majority of the work done by part time staff is after regular business hours and on the weekends during events.

Essential Functions

- Open and close Hickory Metro Convention Center when needed for customers.
- Perform cleaning duties in all restrooms at the convention center and assist with cleaning other common areas, including washing off spots on the walls, steam cleaning chairs and scrubbing tile floors.
- Perform COVID-19 cleaning measures, including wiping down high traffic surfaces once per hour during events.
- Assist with facility trash and recycling collection and removal to outside bins.
- Assist the customers with minor AV needs (new batteries for microphones, instructions on how to use microphones).
- Assist in set up, clean up, tear down of events.
- Assist with set up if needed during changes that occur with the events.
- Assist in other ways if needed during an event and as asked by full time staff.

Required Knowledge, Skills and Abilities

- Exercise care in the use of cleaning materials on different types of surfaces and in handling furniture or other equipment.
- Understand and follow oral and written instructions.
- Clean areas using a broom, mop, or other appropriate tools.
- Complete Count on Me NC and Open and Safe Training.

ACCEPTABLE EXPERIENCE AND TRAINING:

Must be willing and able to carry out the functions during events of the Hickory Metro Convention Center; experience with event activities at the Hickory Metro Convention Center; high school diploma or equivalent.

The statements contained herein reflect general details as necessary to describe the principle functions of this part 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.