



Full Time/Classified Positions Event Services Worker I

FINANCE DEPARTMENT

The City of Gatlinburg is accepting applications for employment for the following position: Event Services Worker I

JOB PURPOSE:

Performs labor intensive semiskilled work involving the cleaning of the Convention Center and preparing for various events and activities. Preparing, cleaning, and maintaining the Convention Center for activities, programs, and shows; occasionally operates specialized equipment in connection with tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS:

Sweeps, vacuums, and/or mops offices, bathrooms, hallways, restrooms and common areas on a daily basis. Empties trash cans and removes debris from common areas, meeting facilities and grounds. Moves all furniture and strips and waxes floors as needed. Interacts with co-workers, vendors, clientele and the public to provide general information and assistance.

QUALIFICATIONS:

Graduation from an accredited high school (or GED program); experience working with cleaning equipment and supplies; some experience working with the public; sufficient physical strength and agility to perform the physically demanding aspects of the job; general knowledge of building set ups and arrangements; establish and maintain effective working relationships with associates.

Please read the attached job description for additional information

SPECIAL REQUIREMENTS:

Possession of an appropriate TN driver's license.

All positions require a friendly, customer service attitude, any combination of education and experience equivalent to graduation from high school and related work experience.

Hours vary and may include evening and weekend work

The current starting pay for an Event Services Worker Event I is \$21,644.

A post-offer drug screen and physical is required for all positions. Applications accepted until position is filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov. No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Event Services Worker I

Nature of Work

This is labor intensive semi skilled work involving the cleaning of the convention center and preparing for various events and activities. Activities associated with the job include removing trash and other debris from common areas and meeting facilities, cleaning and stocking bathrooms, cleaning common areas and hallways and maintaining an adequate supply of cleaning supplies and materials. Additional activities include setting up tables, chairs, steps, stages, backdrops, podiums and related equipment in preparation for scheduled events, cleaning windows and doors, vacuuming carpeted areas, dusting surfaces and performing minor maintenance duties. Job duties require experience working with cleaning supplies and materials, knowledge of industrial cleaning practices, ability to interact successfully with co-workers and the public, ability to complete daily assignments in a timely and thorough manner and the capacity to consistently adhere to established policies, procedures and schedules. Job performance is evaluated by the Event Service Leader through review of the general cleanliness and overall appearance of the convention center, ability to interact effectively with co-workers, clientele and the public and adherence to established policies, procedures and schedules.

Illustrative Examples of Work

- Sweeps, vacuums, and/or mops offices, bathrooms, hallways, restrooms and common areas on a daily basis.
- Empties trash cans and remove debris from common areas, meeting facilities and grounds.
- Dusts and cleans counter tops, windowsills, tables and other surfaces as needed.
- Cleans up spills in the event of unexpected accidents.
- Cleans and sanitizes bathroom sinks, commodes and water fountains on a daily basis.
- Vacuums carpeted rooms and common areas according to established schedules.
- Assists with maintaining an adequate inventory of cleaning equipment and supplies and stocks bathrooms and closets with needed supplies, equipment and materials.
- Moves all furniture and strips and waxes floors as needed.
- Cleans windows, mirrors, and walls when necessary.
- Interacts with co-workers, vendors, clientele and the public to provide general information and assistance.
- Assists with grounds maintenance activities and snow and ice removal when required.
- Assists with setting up tables, chairs, steps, stages, backdrops, podiums and related equipment in preparation for scheduled events when required.
- Takes down and stores tables, chairs, steps, stages, etc. at the conclusion of scheduled events.
- Assists with providing general security of the convention center after hours.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school (or GED program); experience working with cleaning equipment and supplies; some experience working with the public; sufficient physical strength and agility to perform the physically demanding aspects of the job; general knowledge of meeting facilities arrangements; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of safety procedures involved with cleaning supplies and precautions pertaining to the proper handling and disposal of cleaning chemicals (includes Material Safety Data Sheets).
- Considerable knowledge of cleaning materials, equipment, supplies and materials used in an institutional and/or commercial setting.
- Considerable knowledge of floor maintenance practices and methods including the stripping and waxing of various types of floor surfaces including wood, linoleum tile and marble.
- Knowledge of meeting facility set ups and arrangements for a variety of functions and activities.
- Some knowledge of routine maintenance procedures involving public facilities.
- Ability to plan and organize daily activities to complete established work assignments in a timely and thorough manner and assist other staff when needed.
- Ability to work a flexible schedule.
- Ability to react to emergency or unexpected events in a prompt and responsive manner.
- Ability to determine the overall cleanliness and sanitation of public facilities and address any identified deficiencies.
- Ability to consistently adhere to established operating policies, procedures and schedules.
- Ability to interact successfully with co-workers, vendors and the public.
- Skill in the operation of floor maintenance equipment including dust mops, vacuum cleaners and buffers.

Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle

liability rates.

Gatlinburg Tennessee
FLSA – Non - Exempt
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