



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B0815	Title:	Building Event Worker – Part-Time
Pay Group:	12	Department:	Brazos Center
FLSA Status:	Non-Exempt	Reports To:	Director and Event Coordinator
Approved Date:		EEOC Category:	Service/Maintenance

General Summary:

This is a part time position that involves being responsible for the safety of the customers, setting up the rooms as specified in the layout book, overseeing the cleanliness of the building and grounds, and must meet the customer's expectations as far as courtesy and prompt response to their requests.

Essential Duties:

Cleaning the restroom floors with wet mops and disinfectant and vacuuming mats at the beginning of each shift.

Restock the paper towels, hand soap and toilet paper.

Cleaning the floors with wet mops for spills and food.

Dust mop the concourse, assembly rooms and hallways regularly to remove excess dirt.

Autoscrub assembly room floors before setting up the tables and chairs.

Empty all trash containers at the end of the event/evening.

Before the event seek out the person in charge and introduce yourself and tell them where you can be found throughout the event.

Make sure sound levels are appropriate for each group.

During events you should be visible and available.

Check restrooms every 30 minutes.

Lock rooms that are not being used. Lock office when you are not in it and leave it locked at the end of the night.

Check the areas the caterer or bartender use for cleanliness before they leave.

When an event is coming to an end you are to be present in the room.

Before leaving for the night, check all rest rooms, clean and restock as needed.

Vacuum mats in front of doors and in restrooms.

Turn off all interior lights in the building.

Store equipment and supplies appropriately.

Make sure all exterior doors are locked.

Close overhead door completely. Vacuum office every evening. Priorities are, Safety, Customer Service, Rules enforcement and Cleanliness

Other Duties as assigned.

<i>Supervision</i>	
Received:	From Director and Event Coordinator
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High School graduation or its equivalent.
Preferred:	

<i>Experience</i>	
Required:	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.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	
<i>Physical Demands</i>	
Typical:	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. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tables and table carts. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Ability to follow oral and written instructions; ability to learn to use janitorial equipment and supplies; ability to be courteous to the public and coworkers. Must be in good physical condition to perform strenuous work and heavy lifting; must be reliable and able to make good decisions.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.