

Job Description

JOB TITLE: Part-Time Operations
REPORTS TO: Operations Supervisory Staff
FLSA STATUS: Part-Time Hourly; Non-Exempt

SUMMARY:

The Part Time Operations employee is an on-call, per event employee who works specifically in the areas of set-up, grounds maintenance, room sets and arena conversions at the Berglund Center.

ESSENTIAL FUNCTIONS:

Including, but not limited to:

- Set-up and tear down including: risers, chairs, tables, pipe and drape, and other items as needed for events
- Handle folding and stacking chairs, tables of various shapes and sizes, drapery and skirting
- Operate an assortment of equipment including: blowers, snow removal equipment, and others as needed
- Learn to operate Olympia Ice Resurfacing Machine and proper ice maintenance techniques
- Provide excellent customer service assistance to internal and external clients

NON-ESSENTIAL FUNCTIONS:

- Perform other duties as assigned

QUALIFICATIONS:

- High School diploma, GED, or equivalent, preferred
- Must have a demonstrated ability to function in a faced paced, high-pressure environment
- Experience in public facility, highly preferred
- Must be able to communicate clearly and concisely in the English language
- Possess strong interpersonal and communication skills
- Ability to work both independently and as part of a team
- Must have the ability to work flexible schedule, including long hours, nights, weekends, and holidays

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics 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

Intellectual/Social Demands:

- Employee is frequently required to multi-task under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position also requires frequent use of interpersonal skills with staff including following verbal, written, or diagram instructions.
- The duties of this position are performed primarily indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate during non-event days and when not operating equipment and moderate to loud during event days when equipment is in operation.

