

# JOB DESCRIPTION – PART TIME OPERATIONS – CONVERSION CREW



Facility Name:	<b>CHESAPEAKE CONFERENCE CENTER</b>
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## JOB INFORMATION

Job Title:	Operations - Conversion Crew	Department:	Operations
Reports To:	Operations Coordinator	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Deborah Malenda	Date Prepared:	11/06/18
Approved By:	Troy Thorn	Approved Date:	11/06/18

## SUMMARY

This position is responsible for all event related set-ups and teardowns to include: moving tables, chairs, rental equipment, and other items that are needed for a successful event.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Work to ensure event/room set-ups are completed accurately, safely and efficiently
2. Inspect the facility and report any maintenance or housekeeping concerns to Operations Coordinator
3. Post directional signs for events as needed and assigned
4. Attend regularly scheduled staff meetings and training sessions
5. Vacuum carpets, removes stains, etc.
6. Provide event parking assistance
7. Maintains public areas, parking lots, loading docks, service corridors and storage rooms in a clean, safe and efficient manner.

## SUPERVISORY RESPONSIBILITIES

None.

## QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must work with guests, patrons, and other employees in a courteous manner.
2. Ability to follow directions and adhere to safety guidelines.
3. Ability to work a varied schedule under diverse conditions and according to sometimes stringent time schedules.

## EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

## CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant desired to possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

## LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram and schedule form.

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## COGNITIVE SKILLS/REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
3. Ability to remember previously learned material such as specifics, criteria, techniques, principles and procedures.
4. Ability to put parts together to form a new whole or proposed set of operations.
5. Ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decisions based on best and most important choice.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## WORK ENVIRONMENT

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.

1. While performing the duties of this job, the employee is occasionally exposed to cold temperatures and elevated noise levels, depending on the nature of a particular event.

## CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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