

Facility Name:	<b>AMES CENTER</b>
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### JOB INFORMATION

Job Title:	Operations and Cleaning Crew	Department:	Events
Reports To:	Director of Operations	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Human Resources	Date Prepared:	January 2022
Approved By:	Executive Director	Approved Date:	January 2022

We are looking for energetic people to join our Operations and Cleaning team. Ideal candidate will have a flexible schedule and be willing to set up and strike events (tables, chairs, furniture, occasional staging) as well as help clean before, during, and after events at the Ames Center in Burnsville. Hours and shifts vary greatly as this is an event driven business.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweep and mop floors
- Wash walls, woodwork, and windows
- Vacuum and extract carpets
- Clean and stock restrooms
- Remove trash, recycling, and compostable material
- Assist in the setting of tables, chairs, and other equipment for events. Must be able to read and follow diagrams for set up needs.
- Occasional groundskeeping work as necessary such as snow removal
- Light maintenance duties as assigned

### 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.

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.
4. Must be able to regularly lift 25 pounds and occasionally 50 pounds.

### EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

**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, and diagrams.