

## JOB DESCRIPTION

<b>Position Title</b>	Facilities Event Support
<b>Position Reports to:</b>	Facilities Manager and Supervisor
<b>Department:</b>	Facilities
<b>Position</b>	Non-Exempt, Part-Time 10-28 hours/week

### General Description

- Support all NCCC events by providing room set-ups & tear-downs (to include: tables, chairs, audio/video/lighting, & other furniture or fixtures requirements)

### Specific Duties and Responsibilities

- Prepare room set-ups & tear-downs per Daily Schedules
- Complete items on “To Do List” during slow times
- Use “Communication Log”
- Secure the site at the end of the day (‘Opening & Closing’ procedure)
- Keep ‘big picture’ in mind (before & after events)
- Other duties as assigned

### Knowledge Skills Required for the Job

- Computer skills with ServiceU software
- Able to read maps and layouts
- Working knowledge of security systems

### Desirable Qualifications

- Prior work in service industry
- Working knowledge of air conditioning controls
- Working knowledge of audio/video/lighting systems
- Servant’s heart
- Hospitality

### Personal Relations

- Daily interaction w/Facilities Manager, Supervisor, NCCC Staff and visitors

### Work Environment

- Professional yet semi-casual office
- Fast-paced environment requiring the ability to multi-task
- Ability to work in outdoor weather conditions

**Minimum Qualifications Required**

- Education: High School Diploma or equivalent
- Experience: One (1) year or more in the service industry
- Other: Always aware of condition of site operations. High attention to details & sense of urgency. Ability to reestablish priorities daily or more often, if needed

**Physical Requirements**

- Ability to lift up to 25 pounds (frequently) & 50 pounds (occasionally)
- Ability to reach, climb, balance, stoop and crawl
- Ability to work in tight and/or dim places.
- Ability to work on ladders, scaffolding, and other lift equipment.
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)