

# JOB DESCRIPTION – PART TIME CONVERSION STAFF



Facility Name:	<b>RIALTO SQUARE THEATRE</b>
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## **SUMMARY**

This position is responsible for assisting in the conversion (set-up/ tear down) of events at the venue. This person may also be assigned general custodial duties during event hours. Perform general physical labor associated with set up and break down for events i.e. stage, bleacher, floor changeout, and other necessary set-up/teardown functions as directed by the venue event calendar. Requires ability to work flexible hours including nights, weekends and holidays, in addition to normal business hours.

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

1. Assists in the setting of tables, chairs, and other equipment for events, as needed.
2. Prepares function space for events including moving furniture
3. Is familiar with custodial procedures including, MSDS, equipment, proper usage of chemicals and proper personal protective equipment, as applicable.
4. All other duties as assigned.

## **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.
4. Must be available to work primarily nights and weekends, and occasionally holidays.
5. Able to use a walkie talkie.

## **EDUCATION and/or EXPERIENCE**

1. High School diploma, GED or equivalent.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Applicant must 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.
2. Willingness to obtain certifications that may be necessary to perform job functions.

## **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.

## **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.

## **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.

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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.
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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