

JOB DESCRIPTION – PART TIME OPERATIONS STAFF



Facility Name:	VENUWORKS OF JOLIET, LLC. - RIALTO SQUARE THEATRE
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JOB INFORMATION

Job Title:	Operations Staff	Department:	Operations
Reports To:	Director of Operations	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Rafael Ramirez	Date Prepared:	09/08/2022
Approved By:	Angela Bohlen	Approved Date:	09/08/2022

SUMMARY

Under general supervision, this position is responsible for assisting with the execution of daily operational tasks of the Rialto Square Theatre. Requires the ability to work flexible hours, including evenings, weekends and holidays.

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

1. Perform event related functions consisting of physical set-up arrangements for public and private events, including set-up and tear-down of tables, chairs, equipment, and supplies.
2. Inspects facilities and equipment, reports issues in a timely manner; and performs minor facility maintenance.
3. Maintains public areas, parking lots, loading docks, service corridors and storage rooms in a clean, safe and efficient manner.
4. Performing duties related to the care and cleaning of the venue including, but not limited to, cleaning and polishing floors; cleaning furniture and disposing of trash.
5. Is familiar with custodial procedures including, MSDS, equipment, proper usage of chemicals and proper personal protective equipment, as applicable.
6. Performs other event related tasks as assigned.
7. 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.

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.

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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.

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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