

DEPARTMENT: Operations
JOB TITLE: Operations Worker
REPORTS TO: Operations Manager
SUPERVISES: None
FLSA: Part-Time Hourly/Non-Exempt

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POSITION SUMMARY

This is a full-time position performing routine housekeeping and changeover tasks on an as needed basis. There is no regular schedule. Most work is performed in public spaces with exposure to the general public.

MAJOR RESPONSIBILITIES

- ◆ Perform housekeeping tasks not limited to dusting, sweeping, vacuuming, mopping, rest room cleaning, trash removal, carpet extraction, and glass cleaning.
- ◆ Perform light maintenance repairs to event setup and cleaning equipment using hand and power tools.
- ◆ Operate forklifts, scissor, vertical, and boom lifts, golf carts, and other motorized vehicles once properly

WORKING CONDITIONS

Work is performed in a fast paced environment requiring multi-tasking and overlapping deadlines. Work extended and/or irregular hours including nights, weekends and holidays as needed. Must have the ability to walk extended distances and climb stairs. Physical requirements include the ability to lift 50 - 75 lbs.

KNOWLEDGE, SKILLS & ABILITIES

- ◆ High School or equivalence diploma.
- ◆ Must be able to speak, read, and write English fluently.
- ◆ Excellent interpersonal, oral and written communication skills.
- ◆ Ability to work, days, evenings, nights, Holidays, and weekends as required.
- ◆ Mechanical aptitude helpful.

Send Resumes to:

hrhrcc1610@gmail.com

Phone: 757/315-1610

Date Open: January 23, 2017

Date Closed: Open until filled

This description portrays in general terms the type and levels of work performed and is not intended to be all inclusive or to present specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. **SMG is an Equal Opportunity/Affirmative Action employer, and encourage Woman, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRR Federal Contractor.**