

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

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### **POSITION SUMMARY**

This is a part time on call 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.

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 encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor.**

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