



JOB DESCRIPTION



SPECTRA
BY COMCAST SPECTACOR

Position: Operations Laborer (PT)

Reports to: Operations Manager

FLSA: Part Time Hourly: Non-Exempt

EEO: Service Worker

Essential Functions (*including but not limited to*):

- Perform general labor as assigned
- Setup and breakdown of chairs, tables, other event seating, stages, ice rink, etc.
 - Set-up & breakdown of tables and chairs per client request throughout arena
 - Event chair sets & breakdowns
 - Stage set-up & breakdown for events
 - Day of event assignments include: Pipe and drape set-up, bike rack set-up, stage barricade set-up, stage skirting, stage railing set-up & removal, event chair seat & row numbering, and other day-of-event items as assigned
 - Furniture set-up & breakdown per client requests throughout arena
- Touch up wall painting and patching based on arena needs
- Follow all changeover policies and procedures
- Arena restroom walkthroughs to check for various maintenance needs that may include light replacement, bathroom equipment replacement, faucet replacement, ceiling tile replacement, and other needs for proper restroom maintenance
- Assist in the completion of all work projects of the department
- Assist in the organization of building warehouses and offices
- Work events when directed
- Assist in snow removal
- Responsible for the storage and inventory control of all changeover tools and equipment
- Stress safety practices at all times
- Facility upkeep and maintenance of daily building projects

Non-Essential Functions:

- Other duties as assigned

Qualifications:

- Ability to work flexible schedule based on events, including nights, weekends, and holidays as needed
- Ability to follow basic instruction and direction
- Ability to perform general labor; heavy lifting is required
- Capable of operating forklifts, sweepers, or other operational equipment
- Superior communication skills
- Ability to function in a fast-paced, high pressure environment
- Capable of physical tasks for short periods of time
- Dependable with reliable transportation
- Basic data processing and Microsoft Office skills required

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

While performing duties of this job, the employee is continuously asked to multi-task under time constraints and with moderate to high pressure situations. Position requires constant attention to precise details and accuracy of specified standards including: following verbal, written or diagram instruction, following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Employee in this role will constantly be in leadership role; this requires directing others either verbally or in writing to complete tasks in prescribed time frame. This position also requires frequent use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally with clients.

Physical demands:

While performing duties of this job, the employee occasionally lifts and moves facility equipment and/or tools. Employee will frequently move about inside and outside various areas of the facility before/during/after events to interact with internal/external clients and supervise the work of employees; position will require employee to occasionally bend, stoop, or crouch in order to evaluate and inspect equipment and building infrastructure; employee will as needed operate fork lift, high lift in assessment of and maintenance of the building and equipment. Employee will occasionally be required to identify or match colors/tones of furniture, dance floor, carpet or other items as necessary. Employee will frequently operate a computer and other office devices such as calculators, telephones, copy machines and printers; employee will constantly communicate via telephone, email and in-person with others and exchange accurate information. Employee will occasionally as maintenance, operations, emergency situations or business demands lift up to 75 pounds.

Work environment:

The duties of this position are performed primarily indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate during non-event days and when not operating equipment and moderate to loud during event days when equipment is in operation.

This job description is subject to change.

EOE.DFWP

I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

NAME: _____ DATE: _____