

Facilities Coordinator

JOB DETAILS:

Job Type: Part Time

Work Hours: Flexible, Monday through Friday, with potential weekend and evening work

Reports To: Venue Director

Pay: Based on Experience

QUALIFICATIONS:

- High School Diploma
- Reliable Transportation
- Flexible Schedule
- Ability to lift 35+ pounds
- Cleaning experience (Preferred)

JOB DESCRIPTION:

Ensure the cleanliness and upkeep of the facility for client use while coordinating set-up and managing décor inventory. Responsibilities include custodial tasks, overseeing event set-up and breakdown, maintaining supplies, and ensuring all areas meet Venue standards.

JOB REQUIREMENTS:

- Ability to work independently and maintain a high level of performance
- Uphold values of integrity and honesty at all times
- Strong prioritization and time-management skills
- Ability to work quickly and efficiently without compromising quality

JOB SKILLS:

- Perform various custodial duties, including sweeping, mopping, dusting, and upkeep of potted plants around the venue
- Ensure all areas are cared for, inspected, and meet Venue standards
- Protect and inspect equipment, furniture, and all Venue property
- Notify superiors of any damages, deficits, and disturbances
- Monitor and restock consumable supplies, notify the Director of low stock
- Set up or retrieve additional rented items for clients as needed
- Adhere strictly to health and safety rules and be aware of company practices
- Participate in event set-up, breakdown, and clean-up
- Lock or unlock event buildings or gates for clients
- Ensure clients comply with all Venue rules and policies while on the property

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required of the employee. Duties and responsibilities may change at any time.