

Position Description

Position Title: Event Setup / Custodian

Reports To: Director of General Services

Type of Employment: Regular Part Time / Weekends required

Status: Hourly (Non-exempt, eligible for over time)

Position Summary

Tohono Chul seeks a team-oriented Private & Special Event / Banquet Set-up team member who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Performs a variety of routine functions in support of banquet events. Sets up and breaks down event spaces both in and out of doors, per guest specifications, and performs side work as assigned. Working conditions include outdoor environment, extreme temperatures, cleaning and storing equipment. This position requires a workweek of Thursday through Monday and occasional work on evenings, nights, and holidays.

Essential Duties and Responsibilities

- Clean event spaces and set up equipment, tables, chairs, and decorations as specified in setup sheets, diagrams, and Banquet Event Orders, as indicated by clients.
- Assist clients in any meeting or event space requirements.
- Wear proper uniform and nametag at all times and comply with the standards of personal appearance guidelines in the Tohono Chul handbook.
- Handle equipment safely and with care; maintain a clean storage area; and ensure all equipment is in good repair.
- Perform and/or report minor maintenance repairs to equipment or event area.
- Safely move, lift, carry, push, pull and place objects weighing equal to or less than 50 pounds without assistance.
- Safely assist with moving, lifting, carrying and placing objects weighing in excess of 50 pounds.
- Move over sloping, uneven, or slippery surfaces or steps. Move up and down stairs and/or service ramps.
- Operate vehicles, powered equipment, and golf carts.
- Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Reach overhead and below the knees, including bending, twisting, pulling, and stooping.
- Stand, sit, or walk for an extended period of time or for an entire shift. Read and visually verify information in a variety of formats (e.g., small print).
- Complete final breakdown of event, by cleaning the space, and cleaning and returning equipment to its proper storage place.
- Service, clean and supply restrooms using established practices and procedures.
- Remove trash to appropriate areas.

- Follow procedures for use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Maintain confidentiality of proprietary information; protect company assets. Support all coworkers and treat them with respect.
- Speak with others using clear and professional language, and answer telephones using appropriate etiquette.

Knowledge, Skills and Abilities

- Working knowledge of event and banquets and the ability to learn and practice acceptable setup and storage requirements.
- Ability to read and understand diagrams and setup sheets.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for notifying their supervisor any conditions within the building or grounds that may be hazardous to employees, volunteers or visitors.

Minimum Qualifications

- One year experience in Banquet/Special event setup and break down required as well as janitorial experience.
- High school diploma or equivalent.
- Must meet all physical requirements and be able to take direction.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, anything greater should be done with assistance.



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. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to: Humanresources@tohonochul.org