

Job Title: Event Venue Setup & Cleaning Associate (Part-Time)

Department: Events

Supervisor: Events Coordinator

Status: Non-Exempt / Part-Time

Summary

The Event Venue Setup & Cleaning Associate is responsible for preparing, cleaning, and flipping the event venue to meet client and operational requirements. This role focuses on arranging **tables, chairs, and the dance floor**, ensuring the space is clean, safe, and ready for events.

Essential Duties and Responsibilities

- Set up and arrange **tables, chairs, and dance floor** according to event floor plans.
 - Flip and reconfigure venue layouts between events, **most flips will occur on Mondays.**
 - Clean and sanitize all event spaces, including floors, surfaces, restrooms, and common areas.
 - Assist with loading and unloading tables, chairs, and dance floor components.
 - Ensure all equipment is properly stored after use.
 - Report maintenance or safety issues to supervisor promptly.
 - Follow venue policies, including safety and sanitation guidelines.
 - Support events staff with miscellaneous tasks as needed (non-decor related).
-

Qualifications

- Previous experience in event setup, custodial, or facilities work preferred but not required.
- Ability to lift and move up to 50 lbs. regularly.
- Strong attention to detail and organizational skills.
- Ability to follow instructions and work independently or as part of a team.

- **Must be available some evenings and Sundays but primarily Mondays**, as most flips occur on Mondays.
-

Physical Demands

- Regularly required to stand, walk, bend, lift, and carry tables, chairs, and dance floor components.
 - Must be able to lift up to 50 lbs.
-

Work Environment

- Fast-paced event environment.
 - Exposure to cleaning chemicals and moving equipment.
 - May involve moderate to loud noise during events.
-

Employment Type & Schedule

- Part-time, hourly position.
 - Flexible schedule based on event bookings, **including some evenings and Sundays and primarily Mondays**.
 - **Duration:** Mid-to-late March through early November.
-

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

Project Management – Completes projects on time.

Interpersonal Skills – Focuses on solving conflict rather than blaming; maintains confidentiality; listens actively; keeps emotions under control; remains open to others' ideas and tries new approaches.

Oral Communication – Speaks clearly and persuasively in both positive and negative situations; listens and seeks clarification; responds well to questions; participates effectively in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; reads and interprets written information effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to a positive team spirit; prioritizes team success over personal interests; builds morale and group commitment to goals.

Diversity – Demonstrates knowledge of EEO policies; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; supports building a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires trust; acts with integrity; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks accurately and on time; supports organizational goals and values; participates in activities that benefit the organization; supports affirmative action and respects diversity.

Judgment – Willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people in decision-making; makes timely decisions.

Motivation – Sets and achieves goals; demonstrates persistence; overcomes obstacles; measures self against standards of excellence; takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others tactfully; reacts well under pressure; treats others with respect regardless of status; accepts responsibility for actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; seeks ways to improve quality; applies feedback to enhance performance; monitors own work for quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works efficiently.

Safety and Security – Observes safety and security procedures; determines appropriate actions beyond guidelines; reports unsafe conditions; uses equipment and materials properly.

Adaptability – Adjusts to changes in the work environment; manages competing demands; modifies approach or methods as needed; handles frequent changes, delays, or unexpected events.

Attendance/Punctuality – Consistently at work and on time; ensures responsibilities are covered when absent; arrives punctually for meetings and appointments.

Dependability – Follows instructions; responds to management direction; takes responsibility for actions; keeps commitments; works long hours when necessary; completes tasks on time or communicates alternate plans.

Initiative – Volunteers readily; engages in self-development; seeks increased responsibilities; takes independent actions and calculated risks; identifies and seizes opportunities; asks for and offers help proactively.

Innovation – Displays original thinking and creativity; meets challenges resourcefully; generates suggestions for improvement; develops innovative approaches; presents ideas effectively to capture attention.

Equal Opportunity Statement

Seven Oaks Recreation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, medical conditions, sexual orientation, gender identity or expression, veteran status, or disability status.