

BUILDING SERVICES – VENUE OPERATIONS

GENERAL

- Work location: 3800 Mill Road, Paso Robles, CA
- Department: Operations
- Part-time position, non-exempt status
- Hourly rate
- Building Services reports to the Operations Manager

JOB SUMMARY

Performs a variety of duties that include set up and tear down of venue along with cleaning, repairing and maintaining in and around Amphitheatre buildings.

ESSENTIAL FUNCTIONS OF THE JOB

- Communicates pleasantly with guests, management and co-workers
- Use a 2-way radio and follow radio etiquette guidelines
- Works with Concessions department to set up and close down food stands, ovens, bars, kiosks
- Assist with washing, folding and storing of employee uniforms and towels
- Cleaning and maintenance work in an assigned buildings or buildings area
- Ability to make minor repairs and adjustments to building fixtures and equipment
- Moves Amphitheatre equipment
- Setup and tear down of front entrance using bike rack and stanchions
- Reports damaged structures and equipment to supervisor
- Resolving complaints in a prompt and friendly manner, ensuring guests satisfaction and referring more complex problems or customer service issues to appropriate managers
- Be flexible with adjustments to duties and assignments on a shift by shift basis

REQUIREMENTS

- 21 years of age or older
- Knowledge of cleaning methods, materials and equipment
- Ability to work with people effectively as well as understand and execute instructions
- Ability to multitask in a fast-paced environment
- Adhere to VRA uniform and appearance policy along with work and break schedules
- Must be available to work weekends, weekdays, nights, and holidays
- Communicates well in an English-speaking environment
- Must be friendly, reliable and work as a team member

PHYSICAL REQUIREMENTS

- Ability to stand and walk continuously for the duration of the shift
- Ability to perform duties in a variety of outdoor weather conditions including sun, extreme heat, cold and rain
- Ability to climb stairs and ladders, bend at the waist and knees, as well as lift and move items up to 50 pounds
- Ability to work with a ladder and work with hands overhead
- Ability to bend, stoop, kneel, crouch, squat, climb and twist
- Ability to navigate a variety of ground surfaces and areas, including asphalt, concrete, grass, stairs, hills and ramps
- Ability to work in a variety of environments including but not limited to heights, low light visibility, around crowds, loud noise, flashing lights

EXPERIENCE & SKILLS

- Prior experience in maintenance and venue services preferred
- Forklift experience preferred