



## POSITION VACANCY NOTICE CITY OF KETCHIKAN

November 9, 2018

### SPECIFICS

TITLE: EVENT STAFF			
DEPARTMENT:	TED FERRY CIVIC CENTER		
STATUS:	Temporary	HOURS/DAYS:	Up to 20-hours per week; includes weekends, evenings and holidays.
GRADE / STEP:	839 / A	DUTIES:	See attached job description
HOURLY:	\$17.24/Hr.	UNION STATUS:	NO
SPECIAL REQUIREMENTS: CUSTODIAL AND CUSTOMER SERVICE EXPERIENCE PREFERRED			

### ADVERTISING REQUIREMENTS

Position is Open Until Filled

**PUBLICATIONS:** City of Ketchikan Web site; Ketchikan Daily News; Job Service

### APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:  
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT  
<http://www.ktn-ak.us/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## EVENT STAFF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general Supervision, performs a variety of custodial and customer service duties for the Ted Ferry Civic Center; maintains rooms, furniture, and equipment in a clean, sanitary, safe, and secure condition during assigned events; sets up and removes tables, chairs, and equipment for events; and responds to a variety of customer questions, concerns, and needs.

The job of the Event Staff is to provide custodial and customer service duties for the Ted Ferry Civic Center during assigned events. Hours and days worked will vary depending on scheduled events. Routine contact with the public, caterers, and other City employees. Must perform duties in a manner that reflects positively on the City of Ketchikan.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs routine custodial duties involved in cleaning, caring for, and maintaining rooms and facilities; sweeps, mops, and buffs floors; vacuums rugs and carpets; operates equipment such as floor buffers and vacuum cleaners.
2. Sets-up and takes down tables, chairs, coffee service, sound, lighting, and kitchen equipment for meetings and other events.
3. Responds to customer questions, concerns, and needs during assigned events; provides information within area of assignment.
4. Cleans and disinfects restrooms; refills soap, paper, and other sanitary dispensers; empties trash containers as necessary.
5. Assists customers in hanging of decorations, including banners and lights; assists customers with audio/visual equipment as necessary.
6. Performs inventories of cleaning supplies and kitchen equipment both before and after events; performs kitchen cleanliness inspections from prepared checklists.
7. Opens and prepares facility for tenant use; closes and performs security check of facility after tenant use.
8. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Methods, materials, and equipment used in custodial work.

Safe work practices.

Methods and techniques of cleaning and preserving floors, furniture, and fixtures.

Operational characteristics of cleaning equipment and materials.

Occupational hazards and standard safety practices.

**Ability to:**

Perform a full range of custodial duties.  
Clean and care for assigned areas and equipment.  
Operate a variety of equipment in a safe and effective manner.  
Interpret and understand MSDS and warning labels.  
Read, understand and follow repair and operation manuals and bulletins.  
Perform tasks in sequential steps and perform routine possibly repetitious jobs.  
Respond to requests and inquiries from the general public  
Work independently in the absence of supervision.  
Understand and follow both oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade

**Experience:**

Some custodial and customer service work experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Indoor environment; exposure to noise, dust, and cleaning agents; work at heights on ladders. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 8-39

Job Position Code: 39924

Union: No

FLSA: Non-Exempt

Date Approved: May 23, 1994

Date Amended: May 6, 2003, 3/25/03

Date Amended: June, 2007 (*Johnson & Associates*)

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Human Resources Manager Approval

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City Manager Approval