



City of Keizer On-Call Employment

This announcement is not an implied contract and may be modified or revoked without notice

WORKING JOB TITLE: Event Host
PAY RATE: \$12.00 per hour
WORK HOURS: On-call based on scheduled Event Center activities, mostly weekends

JOB SUMMARY	<p>The City of Keizer is adding to an established small pool of on-call support staff with the goal of covering any Event Center hours as needed. The 9000 sq. ft. Event Center is scheduled for events during the week, evenings, and on weekends. Hours of work will vary depending on scheduled events and needs of clients with the majority of work scheduled during the evenings and weekends. These are classified as temporary positions within the Administration Department reporting to the City Recorder/Event Center Manager and led in the daily activities by the Event Center Coordinator. As a temporary employee, no benefits apply.</p> <p>Event Center Support staff may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform.</p> <ol style="list-style-type: none">1. Meet with client(s) prior to event to walk through facility and set up rented room(s) to specifications requested; including moving room dividers, table and chairs, setting up projector, screen, microphone, lighting, A/V cart, stage, etc.2. Confirm client(s) understands and follows rental use agreement rules. Check in with client(s) throughout the event and address any needs/concerns.3. Ensure facility is serviced as needed during event; make sure trash cans are emptied, bathrooms are clean and supplied, clean up significant spills, etc.4. Ensure that only guests of the client(s) are in the facility for after-business-hours events and that all have exited building post-event.5. Assist client(s) with clean-up following the event.6. Return rented room(s) to pre-event condition, resetting tables, chairs, screens, stage etc. and perform final walk through with client(s).7. Return remainder of facility to prior-use condition; empty trash cans, clean, sweep and mop all restrooms, and set up for next event, as needed. <p>Note: Appointment to this position in no way implies or assures a subsequent appointment to any regular status, seasonal, or other position with the City of Keizer.</p>
WORKING CONDITIONS	<p><u>This is not an administrative position.</u> Physical effort is required to perform heavy manual labor, climb ladders, bend, reach, talk, hear, and stand for long periods of time. Regular lifting of objects and equipment up to 75 pounds is required. Occasional contact with clients in conflict situations. Must be available to work a minimum of one shift every month and respond to each "New Work Opportunities" email. Most shifts are scheduled during evening hours and on the weekends.</p>
MINIMUM QUALIFICATIONS	<p>High school diploma or equivalent and ability to perform the duties as described in this announcement. Preference may be given for prior event set-up, customer service and/or AV equipment experience.</p>

<p>ADDITIONAL DETAILS</p>	<p>Bilingual Spanish/English candidates are encouraged to apply.</p> <p>Veterans who wish to request Veteran's Preference must complete the Veteran's Preference Form and provide the required supplemental paperwork. The Veteran's Preference Form is available in printed format at City Hall or electronically by clicking here.</p>
<p>HOW TO APPLY</p>	<p>Submit a completed City of Keizer Employment Application and Letter of Interest explaining why you want to be an On-Call Event Host to the City of Keizer's Human Resources Department.</p> <p>Employment applications are available in printed format at City Hall, 930 Chemawa Road NE, Keizer or electronically by clicking here.</p> <p>Applications may be delivered via:</p> <ul style="list-style-type: none"> • e-mail to hr@keizer.org; • fax to (503) 856-3445; • postal mail to PO Box 21000, Keizer, OR 97307-1000; • hand delivery to City Hall located at 930 Chemawa Rd NE, Keizer, Oregon <p>For additional information, please call Human Resources at (503) 856-3430 or send an email to HR@keizer.org.</p>
<p>CLOSING DATE & TIME</p>	<p>FRIDAY, September 15, 2017 at 5:00 PM. Applications must be received prior to deadline. Postmarks will not be accepted as proof of meeting deadline. Faxed and unsigned electronic applications must be received prior to the deadline and followed up with signed original by mail or in-person delivery.</p> <p><i>*Materials that are late or incomplete will not be eligible for consideration.</i></p>
<p>SELECTION PROCESS</p>	<p>Evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including interview process. If you wish modification of this selection process to accommodate a disability, please make your request in writing and submit it with the required application materials. Status of recruitment will be posted at www.keizer.org.</p> <p><i>Employment offer contingent upon successful completion of physical exercise and drug test.</i></p>
<p>RECRUITMENT UPDATES</p>	<p>Applicants selected for an interview will be contacted by phone, e-mail or postal mail. Due to the volume of applications we receive, we are not able to confirm receipt or provide status personally to each applicant at this time. To check the status of this recruitment visit https://www.keizer.org/Current-Openings. Each recruitment is updated as the status changes.</p> <p>Save this form for future reference!</p>

City of Keizer Event Center

On-Call (Temporary) Event Center Support Duties

Effective May 2017

The overall role of On-Call/Temporary Event Support staff is to provide facility support to the clients of the City of Keizer Events Center. Staff may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform.

Role during set-up of the facility (pre-event)

- Greet client(s) at designated time
- Establish a point of contact person for the event if issues arise throughout the night
- Walk through the rented space to verify and document pre-condition status and answer any remaining questions about usage rules, decorating rules, etc.
- Set-up the rooms to the specifications requested by the client(s)
 - Move walls to specification
 - Set up tables and chairs according to selected floor plan
 - Set up projector, screen, microphone, A/V cart, stage and provide direction to client(s), turn on and pretest for quality
 - Ensure lighting needs are met
 - Ensure set-up meets fire code regulations
 - Log any broken or damaged equipment

Role during the event

- Address facility needs identified by assigned rental reps
- Communicate any issues/concerns to assigned rental reps
- Ensure trash cans are emptied as needed
- Ensure bathroom supplies are resupplied as needed
- Clean up any significant spills and/or major messes to prevent permanent facility damage
- If after City Hall work hours, ensure that only guests of clients are in the facility
- Ensure the catering kitchen is used as warming kitchen only
- Ensure all equipment continues to work as needed
- Ensure event complies with fire code regulations
- Politely decline food or beverage or any other gifts from client group

Role after the event (post-event)

- Assist client(s) with clean up
- Wipe down all tables
- Vacuum the floors
- Spot shampoo any stains
- Wipe off counters/tables in kitchen (warming area), scrub sink, sweep & mop
- Return the facility to pre-event condition (tables, chairs, screens, etc.)
- Walk through facility with client(s) to identify post-event status
- Ensure the facility is emptied of people
- Empty all trash cans and wipe the lids
- Restock paper product in restrooms, empty trash
- Set up for next event, as needed
- Ensure facility is locked, all doors secured BEFORE leaving

Event Center Maintenance

- Event set-up and rest to pre-event condition
- Carpet cleaning
- Deep cleaning of kitchen
- Chair and table cleaning
- Table & chair glide replacements

Working Conditions: Physical effort is required to perform heavy manual labor, climb ladders, bend, reach, talk, hear, and stand for long periods of time. Regular lifting of objects and equipment up to 75 pounds is required. Occasional contact with customers in conflict situations. **The majority of shifts are scheduled during evening hours and on weekends. Must be available to work a minimum of one shift every month and respond to all “New Work Opportunities” emails.**

ADDITIONAL APPLICANT INFORMATION

ADA Accommodation – Will Be Provided Upon Request. If you wish modification of this selection process in order to accommodate a disability, please make your request in writing and submit it with the required application materials.

Drug Free Workplace – The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug screening test, and, as required by law, some current employees will be required to participate in random, reasonable cause and post-accident drug and/or alcohol screening during the course of employment.

Immigration Law – In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for employment in the United States.

Equal Employment Opportunity – The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status, or disability.

Veteran's Preference – The City of Keizer is proud that many of our employees are Veterans. We support Oregon's Veteran's Preference law by providing a method for qualified candidates to request preference in the hiring process.

For additional information, please call Human Resources at (503) 856-3430 or visit: www.keizer.org.

The information provided above or as part of the recruitment announcement is not an implied contract and may be modified or revoked without notice.

Keizer is a place where you can make a difference.