

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CAMPUS EVENTS WORKER

Salary Range 10

BASIC FUNCTION:

Under the direction of the Campus Events and Operations Supervisor, prepare campus for special events, campus wide furniture moves and recycling program; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Prepare the gymnasium, cafeteria, stadium, choral rooms, theater, and other College facilities for a variety of special events and activities for campus and community groups. (E)
- Prepares facilities for evening, weekend and off-campus events. (E)
- Move and arrange chairs, tables and furniture as appropriate to the activity; set ups and breaks down special equipment; clean up facilities following activities. (E)
- Moves, adjusts and arranges furniture and equipment; set up facilities for special events and meetings as assigned. (E)
- Performs a variety of custodial duties for assigned facility according to established schedules; sweep, scrub and mop floors; wash windows, counters and walls; empty and clean waste receptacles. (E)
- Maintains and cleans vehicles. (E)
- Maintains computer files; completes time sheet for supervisor review and approval. (E)
- Performs all campus wide furniture moves with Facilities Planning Campus Development Office. (E)
- Performs campus recycling program duties. (E)
- Operate a wide variety of equipment and hand and power tools used in custodial and general maintenance work including vehicles, electric carts, forklift, tractor, hoist, drill press and portable generators. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school and one year of campus events related experience.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California driver's license.

Valid forklift operator's certificate or ability to obtain within first year of employment.

Work a variable schedule to accommodate evening, weekend, and holiday events.

KNOWLEDGE OF:

College rules and regulations related to campus facilities us.

Proper methods of storing equipment, materials and supplies.

Basic recordkeeping techniques.

Basic computer knowledge.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

ABILITY TO:

Lift, move, set up and break down equipment and furniture used for various campus activities.

Work a flexible schedule involving evening, weekend, and holiday work.

Operate, maintain, and perform minor repair on various equipment including public address systems.

Work independently with little direction.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, students and hourly workers, volunteers, students, and the general public.

PHYSICAL EFFORT:

Lifting and carrying heavy objects; pushing and pulling; dexterity of hands and fingers to operate specialized tools.

Bending at waist, kneeling and crouching.

Standing for extended periods of time.

Reaching overhead; walking over rough or uneven surfaces.

Climbing ladders and stairs and working from heights.

WORKING CONDITIONS:

Indoor and outdoor work environment; to include working in heat, cold, rain, and windy conditions.

Evening or variable hours.

Driving a vehicle to conduct work as required.

Office environment.