



GREATER RICHMOND CONVENTION CENTER  
JOB POSTING / Part-Time Housekeeping & Set-up Worker

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**JOB TITLE:** Part-Time Housekeeping & Set-Up Worker  
**Department:** Operations  
**Reports To:** Lead Housekeeping/Setup Worker; Housekeeping/Setup Manager  
**Supervises:** N/A  
**Status:** Part-Time, Hourly, Non-Exempt

**SUMMARY:**

Spectra Venue Management seeks skilled, motivated and reliable individuals to fill the part time positions of Housekeeping/Set-Up Worker for the Greater Richmond Convention Center. Under direct supervision from a Lead Housekeeping/Setup Worker, Housekeeping/Setup Workers perform event set-up and tear down, custodial, housekeeping and light maintenance tasks as assigned.

**JOB DUTIES (Including, but are not limited to):**

- Perform and assist with assigned tasks in the set-up, cleaning and tear-down of facility equipment.
- Work from general instructions and specifications, with minimal supervision
- Operate various types of cleaning equipment, forklifts and scrubbers.
- Set-up and break down a variety of meeting room equipment, including but not be limited to chairs, tables, risers, staging

**PREFERRED QUALIFICATIONS:**

**Experience:**

- Must be at least 18 years of age
- Minimum of one (1) year experience performing general labor in a maintenance or construction environment
- Must be available to work flexible hours and days including early morning, days, evenings, overnight, weekends and holidays

**Education / Training:**

- High school diploma or equivalent GED

**Licenses or Certificates:**

- Possession of, or ability to obtain a current CPR certificate

**This is a part-time, as needed position with no minimum number of hours guaranteed.**

**Work schedules are determined by event activity and on an as needed basis.**

**SALARY:** \$13.00 per hour

**HOW TO APPLY:** Download an application [here](#). Save a completed copy to your computer.

- I.) Email the completed application as an attachment to [nmayo@greaterrichmondcc.com](mailto:nmayo@greaterrichmondcc.com)
- II.) Print and fax the completed application to 804-225-0508 (fax)
- III.) Print and mail the completed application to: GRCC Human Resources  
403 N. 3<sup>rd</sup> Street  
Richmond, VA 23219

**Spectra Venue Management maintains a drug-free workplace for its employees and is an Equal Opportunity Employer**