

JOB TITLE: Part-Time Housekeeping & Set-Up Worker
Department: Operations
Reports To: Lead Housekeeping/Setup Worker; Housekeeping/Setup Manager
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 on an as needed basis.

SALARY: \$16.00 per hour

HOW TO APPLY: Download an application from our website at [Greater Richmond Convention Center Part-Time Employment Application](#). Complete the application and return in in one of the following manners:

- i.) Email the completed application to: Jackie Rowley at JRowley@greaterrichmondcc.com
- ii.) Fax the completed application to: 804-225-0508 (fax) ATTN: Human Resources
- iii.) Mail the completed application to: GRCC Human Resources
403 N. 3rd Street
Richmond, VA 23219

Oak View Group is an equal opportunity employer and our employment decisions are made without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, handicap, marital status, or any other status or condition protected by Federal and/or State laws, except where bona fide occupational qualifications apply. Oak View Group is committed to maintaining a drug free workplace!