

EVENTS & JANITORIAL SUPPORT (FULL-TIME)

Position Purpose

Every position at FWBG|BRIT is important to the organization's success and contributes to the accomplishment of the strategic goals and, ultimately, achievement of its vision for the future. This role encompasses every employee's goal of engaging with colleagues, partners, and stakeholders in support of the organization's mission. Engagement includes participation on teams and committees, exerting extra effort to help the organization succeed, and investing time in the guest experience. Success in this position involves taking pride in working for this organization, committing to effective communication, being solution focused, and embracing a culture of positive change. FWBG|BRIT is continuously working to build a culture where employees each work with an enthusiastic desire to contribute their skills, wisdom, and ideas towards their team's performance and to experience a sense of satisfaction in the important role they play.

As an Events & Janitorial Support Staff Member, you would coordinate with your Public Events team and other FWBG|BRIT staff as needed to ensure our various event venues represent our organization's best foot forward. Our venues—both outdoor in the gardens, and indoor throughout our various facilities—are one of the strategic ways we engage the community through hosting various public and private events. We believe that the quality of facilities we provide help communicate our organizational mission and we rely on our Public Event Attendant team members to communicate that mission through a warm, welcoming environment that will give their events (and our organization in turn) distinction. If you're dedicated to the details that turn a venue into an experience, we think you might be a great fit for this team.

Principal Responsibilities

- Performs a wide variety of duties in the preparation of public events related to set-ups, which includes installing bleachers, portable risers, fence panels and portable stairs; moving temporary walls; delivering supplies and various kinds of materials. Assembles, arranges and disassembles furniture, tables and chairs.
- Cleans meeting rooms exhibit halls, corridors, restroom and lobby
- Sweeps, scrubs, strips, waxes, mops, washes, polishes, vacuums floors and shampoos carpets
- Uses floor-cleaning equipment, which includes buffers and sweepers
- Provides information and gives directions to the public
- Drive trams throughout the garden upon request
- Supervises small crews of temporary laborers as needed
- Locks and secures buildings
- Participates in the planning, preparation, and filling of employee roles for various public events/exhibits hosted by the FWBG|BRIT.

Supervisory Responsibility - None

Position Type, Expected Hours of Work, Travel

This is a full-time position with regular work hours scheduled Saturday through Friday, between 8:00 a.m. and 10:00 p.m. Working on holidays may be required.

Flextime is a work schedule arrangement that may or may not be appropriate for this position.

Work Environment

In your specific role, you may be exposed to moving mechanical parts, odors, dusts, poor ventilation, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils, and workspace restrictions. You will be expected to perform manual labor tasks in extreme weather conditions.

This position will also work outside during public exhibits/events in Texas climate conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand, walk, climb, balance, stoop, kneel, crouch, push, pull and lift. Position requires use of hands to finger, handle or feel; reach with hands and arms; and may use repetitive motions.

Employee can expect to be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Special Position Requirements

- Employee must maintain current Texas Driver's License and auto-related liability insurance.
- Possession of, or ability to obtain, an appropriate certification or license may be required depending on assignment.
- Employee is required to undergo a physical exam to assess whether the person is able to perform the duties of the position with or without accommodation.
- Must be able to translate in Spanish and pass test for bilingual translation.

Required Education and Experience

- High School diploma/GED
- Experience operating audio-video equipment
- Experience in maintenance tasks including floor care utilizing floor cleaning equipment
- Fire code and chemical safety training
- Experience in janitorial best practices

Additional Eligibility Qualifications

- Knowledge of and ability to apply general safety principles and practices
- Knowledge of general departmental policies and regulations
- Ability to plan and manage time, prioritize tasks, and correspond duties with events
- Ability to follow instructions and adhere to policies and procedures
- Supervision and observation skills with attention to detail
- Internal and External customer service skills with ability to anticipate customer needs and answer questions
- Ability to make sound decisions using good judgement
- Ability to read diagrams
- Ability to communicate clearly and effectively, both orally and in writing
- Physically able to perform strenuous manual labor tasks related to assigned responsibilities
- Ability to establish and maintain effective working relationships and work as part of a team

AAP/EEO Statement

FWBG|BRIT is committed to a policy of equal employment opportunity. See Employee Handbook for detailed policy.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.