



## Position Announcement: Custodial Lead Worker

Cabarrus Arena & Events Center

Concord, NC

**Position:** Custodial Lead Worker  
**Department:** Operations  
**Reports To:** Operations Manager  
**FLSA Status:** Non-Exempt

### Overview

This position leads the activities of Custodians during preparation for events, during event time, and during cleanup for events.

### Responsibilities

- Directs and oversees custodial setup, teardown, and cleanup activities to fit within timelines and resources determined by Event Manager.
- Assigns and supervises the daily work or a small group of Custodians during event setup, teardown, and event activities.
- Prepares accurate records of supplies and custodial labor used for events.
- Interprets event floorplans, layouts, timelines and equipment order forms.
- Ensures that custodial equipment is used correctly and as intended.
- Assists Event Manager in documenting equipment used, labor required, and actual floorplans used during the course of an event.
- Ensures that equipment and materials are returned to storage and stored properly at the conclusion of an event.
- Ensures OSHA compliance with all setup, teardown, and cleanup activities.
- Recommends measures to improve production methods, equipment performance, and quality of products.
- Suggests changes in working conditions or procedures to increase efficiency of work crews.
- Analyzes and resolves work problems or assists workers in solving work problems. Initiates or suggests plans to motivate workers to achieve goals.
- Performs activities of workers supervised including buffing, dusting, sweeping, mopping, vacuuming, washing windows, and cleaning bathroom facilities.
- Performs other duties as assigned.

This position requires effective communication and interaction with clients, event managers, facility senior management, line-level event staff, and the general public.

### Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to prioritize and handle multiple projects simultaneously.
- Good verbal and interpersonal skills; ability to interact with all levels of staff, general public, and clients.
- Ability to effectively supervise staff.
- Strong customer service skills.
- Knowledge of OSHA regulations related to work performed and equipment used.
- Ability to work with limited supervision and as a team member.

### **Education/Experience/Requirements:**

- At least one year work experience as a custodian in a similar environment. Previous supervisory experience is preferred.

### **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. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Performing work through repetitive eye/hand coordination.
- Frequently lift up to 50 pounds.
- Daily standing for up to 10 hours.
- Write using pen/pencil or personal computer keyboard.
- Climbing ladders and staircases multiple times per day.
- Constant standing, walking, stooping, reaching, and handling products.
- Ability to operate motor vehicles, golf carts, pallet jacks, hand trucks, hand tools, and power tools.

### **Working Environment/Conditions**

While performing the duties of this job, the employee is frequently exposed to moving machines, heights, outdoor heat and cold, animal allergens, dust, and fumes. The noise level in the work environment is generally moderate.

### **Hours of Work and Travel Requirements**

Requires ability to work flexible hours, including nights, weekends, and holidays, in addition to normal business hours.

### **TO APPLY:**

This position offers a competitive salary and benefit package.

Resumes must include salary requirements for consideration and may be sent to:

Brenda Clem, Office Manager  
SMG/Cabarrus Arena & Events Center  
4751 Highway 49 N  
Concord, NC 28025 or by  
FAX: 704-920-3976 or by  
EMAIL: cabarrusarenajobs@gmail.com

### **No Phone Calls**

*SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.*

**Date Opened: 06/01/19**

**Closing Date: Until Filled**