



Position	Event Houseman/Maintenance Lead (Part-Time)
Facility Name	Lynnwood Convention Center
Location	Lynnwood, WA

POSITION: Event Houseman/Maintenance Lead (Part-Time)

DEPARTMENT: Operations

REPORTS TO: Operations Manager

*Free Parking

*Paid Sick Leave

*401K Participation

*Flexible Shifts

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Event Houseman/Maintenance Lead at SMG/**Lynnwood Convention Center**.

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented folks who model these values in their work behavior, decision making, personal contributions, and guest interactions.

Essential Duties and Responsibilities

- Day-to-Day cleaning of the facility, including but not limited to restrooms, event spaces, back-of-house areas, concourses, floors, and carpets
- Removal of trash, composting and recycling
- Maintain the cleanliness and appearance of parking lot and building exterior
- Pre-Event set up, including but not limited to chairs and tables
- Support operations and F&B departments with event day tasks including but not limited to station and banquet set up, and post event clean up
- Operate motorized equipment such as floor scrubbers, vacuums, and carpet extractors
- Handle basic repairs and maintenance, including but not limited to pressure washing, touch up painting, diagnosing mechanical issues with machines and equipment used for cleaning and correcting them.
- Conducting routine inspections of the premises and equipment for damage and overall cleanliness
- Other duties and responsibilities as assigned

Supervisory Responsibilities

- Supervise crew with all event houseman duties
- Delegate tasks to other event houseman to ensure efficient completion of work
- Sign off on shift report at the end of each shift and submit to the Operations Manager
- Assist with training and development of new staff

Qualifications

- The candidate must be able to read and interpret daily task lists, service orders and standard operating procedures, along with service and repair manuals
- Strong organizational skills and follow-up skills
- Strong time management skills
- Eye for detail
- Previous event set up experience is preferred, but not necessary

- The ideal candidate must be willing to work extended, often irregular hours including nights, weekends, and holidays as required by events

Education and/or Experience

- High School diploma or general education degree is required and must have ability to follow detailed instructions for tasks assigned.
- 1-2 years custodial/janitorial experience
- 1-2 years maintenance experience, preferred

Certificates, Licenses, Registrations

- First Aid/CPR
- Blood Borne Pathogens
- Or the willingness to get certified within 3 months

Skills and Abilities

- Ability to operate motorized equipment such as floor scrubbers, vacuums, and carpet extractors
- Must have the ability to read, write, and communicate with staff and guests
- A positive attitude, professional presentation, and an outgoing personality are a plus
- Ability to take apart machines, equipment, or devices to remove and replace defective parts
- Ability to use common hand tools such as hammers, saws, drills and wrenches

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time and may have to reach with hands and arms, stoop, kneel, crouch, and crawl.

The employee must regularly lift and move up to 50 pounds.

This position requires work in both indoor and outdoor settings and may be subjected to adverse weather conditions.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Click the Link to Apply:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000532637606#/>

Applicants that need reasonable accommodations to complete the application process may contact

Michelle Keasal
Lynnwood Convention Center
Lynnwood, WA
425-275-0026

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