

SMG JOB DESCRIPTION
PEORIA CIVIC CENTER
(Part time Position)

JOB TITLE:	Changeover Laborer	
DEPARTMENT:	Operations	FSLA: Hourly, Non-Exempt
REPORTS TO:	Operations Supervisor or Crew Leader	

POSITION SUMMARY:

Perform general labor activities as assigned.

MAJOR RESPONSIBILITIES:

- Clean and maintain assigned areas.
- Set-up and tear-down various events.
- See to the needs of exhibitors and other customers as required.
- Use supplies and operate equipment in a safe, effective and proper manner.
- Maintain tight security as needed.
- Install electrical services for trade show.
- Be alert for and report any safety hazards encountered.
- Perform other duties as assigned.
- Develop good will for the Civic Center through a well-groomed appearance and a courteous, pleasant and helpful attitude toward fellow employees and the public.

WORKING CONDITIONS:

Position may require working varied hours, to include mostly nights, weekends, and holidays. This position is also exposed to adverse conditions including inclement weather, noise, fumes, etc. No guaranteed hours per week. Hours assigned according to event schedule. This position requires the ability to walk long distances, climb stairs, visually inspect and lift and maneuver heavy objects. Also requires the ability to frequently lift 50 lbs.

<p>This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.</p>
