

SALINAS VALLEY FAIR, INC.

Duty Statement for Special Event Custodian

- I. The Salinas Valley Fair, Inc. strives to maintain and promote its facilities in a manner that encourages year-round use and to annually produce a fair that showcases the area's agriculture and other talents of its culturally diverse communities.

Working Title: Special Event Custodian

License or Other Requirement: None

Schedule: Part-time, Year-round

Weekend Shifts Vary: 5 PM – 2:30 AM

Rate: Hourly, \$13.50 - \$15.00

II. Job Functions

Under the direction of the Event Coordinator and/or CEO Special Event Custodian is to ensure that the facility use policies are enforced during special events and provide custodial service to renter. Special Event Custodian will serve as the facility liaison with on-site security and/or law enforcement, ensure on-site security enforces facilities event policies,

Function #1 Event Custodial Services

- Ensure restrooms and kitchens are stocked with paper products
- Check restroom facilities for damage and make record of any damage
- Clean major spills
- Remove garbage from facility as needed
- Moving Tables, Chairs, Stage Set-up and/or Tear-down
- Repair clogged drains as needed
- Provide event reports of incidents during event
- Close doors, shut off lights, lock gates and secure buildings at the end of the event.

Function #2 Security and/or Law Enforcement Liaison

- Confirm that security and/or law enforcement is on site per contract
- Ensure security is enforcing facility use policies

Function #3

- Perform miscellaneous duties as assigned by Event Coordinator or CEO within the scope of the performance of the Salinas Valley Fair Special Event Custodian duties and Standard Operating Procedures to be provided upon hire.

III. Work Environment

- Work is done outside and also inside fairgrounds buildings.
- Work is performed on weeknights and weekends.
- Must be able to sit and stand for long periods of time.
- Equipment/tools available to accomplish tasks will be provided.

IV. Desirable Skills

- Knowledge of chemical usage, proportions and regulations
- Decision making/problem solving skills and listening skills
- Knowledge of sanitation equipment and tools
- Ability to read and understand Safety Data Sheets (SDS)
- Ability to handle multiple tasks in a fast-paced environment
- Ability to handle difficult and/or sensitive situations
- Willing to learn and adhere to proper procedures in safety when working with moving machinery
- Willing to accept change and work in a team-based environment