

Mt. Si Senior Center
Facility Attendant/Event Staff
Part-time "As needed", Non-exempt
\$17.25 - \$18 per hour DOE
2 positions available



POSITION SUMMARY: Under the supervision of the Program Coordinator, the Facility Attendant prepares venues for events such as weddings, private parties, business events, meetings and celebrations of life held at Mt. Si Senior Center. The work includes, in part: opening the facility for clients, lifting, and moving tables and chairs, overseeing event activities, assisting clients when needed, keeping the facility clean and organized, providing coffee & tea service when required and cleaning up before and after events. The work is usually performed independently and must be carried out in a manner consistent with Mt. Si Senior Center's goals and objectives, intermittent supervisory direction, timeline pressures and applicable policies and procedures.

This position is part-time and consists of working on an "as needed" basis with hours and shifts that may vary on any given day of the week and will vary in length, Monday through Sunday. The hours available are based on the hours the venue has been rented by a client.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Represent Mt. Si Senior Center with professionalism and superb customer service.
2. Open facility for clients and complete event equipment layout for the event, which routinely includes tables, chairs, garbage, sound system, AV equipment, signage, and barricades.
3. Lift and move tables and chairs weighing up to 50 pounds.
4. Ensure facility and grounds are kept neat, clean and litter free.
5. Perform custodial and light maintenance duties, which most commonly includes full restroom cleaning & restocking, sweeping, mopping, garbage transport inside and outside the facility which includes the inner atrium area, etc.
6. Maintain program equipment in good working order.
7. Oversee event activities and provide on-site assistance during the event to clients, including supervisory monitoring of guest conduct.
8. Ensure guest safety and enforce facility, health department, and liquor department policies.
9. Assist clients as needed during their event with layout changes, facilities questions and use recommendations, etc.
10. Communicate with event planners, caterers, bartenders, DJ's and all other hired vendors day of the event.
11. Inspect equipment for damage while setting it up and checking it against an inventory list.
12. Perform light maintenance tasks, such as checking the tables and chairs, replacing light bulbs, and changing out batteries in LED lamps and microphones, etc.

13. Lead and monitor client event clean-up after each event ensuring that equipment is organized in proper locations and cleaning is completed thoroughly.
14. Perform tear-down & clean-up of facility owned equipment and lock the facility.
15. Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of education and experience that provides the applicant with the knowledge, skills & abilities to perform the job will be considered.

1. Demonstrated skill in delivering a “can-do” customer service attitude.
2. Proven ability to establish rapport and maintain cooperative working relationships with user populations, renters, and staff.
3. Ability to work independently.
4. Knowledge of the general rules, regulations, practices, and terminology of events and equipment.
5. Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
6. Strong interpersonal skills using tact, patience, courtesy, and respect.
7. Ability to work with people who may be under emotional pressure or in uncomfortable circumstances.
8. Good oral and written communication skills.
9. Ability to analyze situations accurately and adopt an effective course of action.
10. Ability to perform basic reporting and record-keeping.
11. Understanding of how to maintain facilities and grounds in a safe, clean and orderly condition.
12. Knowledge of cleaning techniques and proper use of cleaning solutions and cleaning equipment.
13. Current First Aid & CPR certifications or the ability to obtain them within one month of employment.
14. Current Washington State Food Handlers Permit or ability to obtain within 1 month of employment.
15. Ability to perform physical labor indoors and outdoors and in all types of weather (rain, heat, cold, etc.) while maintaining a positive attitude.
16. Interest in community recreation and/or event planning preferred.

WORK ENVIRONMENT:

Work will be performed both inside and outside in both hot and cold conditions. This position frequently requires late evening or early morning hours and variable month to month scheduling. Most of the hours available are on the weekends in the afternoon and evening (Friday, Saturday, and Sunday).

Note: All employees are subject to periodic Criminal History Background Checks.

ORGANIZATIONAL RELATIONSHIP:

Board of Directors
|
Executive Director
|

Program Coordinator
|
Facility Attendant

Salary and Benefits: Wage DOE. Benefits package includes 401K with an employer match.

HOW TO APPLY:

To apply for this position, submit an application to demelzar@mtsiseniorcenter.org. No calls please. This position will remain open until we find the right person to become this dynamic member of our team.

ORGANIZATIONAL OVERVIEW:

Mt. Si Senior Center has been serving the needs of seniors in the upper Snoqualmie Valley as a 501(c)(3) since 1979. The Center enhances the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services including health and wellness checks, fitness classes, information and assistance, social and recreational opportunities, educational programs, volunteerism, housing, and transportation. We are proud of the work we do and have a passion for helping people. We seek a grant writer to become an integral part of our dynamic and growing organization.

Mt. Si Senior Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.