

# CARLOS CREEK

## **Job Description**

**Position:** Event Cleaner/Set Up

**Reports to:** Client Relations and Events Manager

The Event Cleaner/Set Up staff play an important role in the customer experience that sets us apart as a premier private event destination. They serve as the custodians for The Grand Hall Event Center and ensure cleanliness and proper tear down and set up for events.

## **RESPONSIBILITIES:**

- Tear down existing set up including, but not limited to, tables and chairs
- Thoroughly clean all areas of The Grand Hall including , bathrooms, main event room, hallways, windows, carpets, walls
- Collect trash and other items from the exterior of the building ( cigarettes, glassware, etc).
- Reset table and chairs based on the provided floor plan for upcoming event
- Report any maintenance, repair and/or supply needs to Event Management
- Follow established cleaning procedures and safety guidelines
- Other duties as assigned by the Event Management team

## **REQUIREMENTS:**

- Dependable and punctual
- Ability to work quickly and efficiently with other cleaning staff
- Demonstrated history of responsibility and accountability
- Previous experience in commercial, custodial, or industrial cleaning a plus
- Knowledge of proper cleaning techniques and use of cleaning equipment
- Ability to work independently and efficiently with minimal supervision
- Strong attention to detail and thoroughness in completing tasks
- Physical stamina to perform repetitive tasks and lift heavy objects up to 40lbs
- Excellent time management skills to prioritize tasks effectively
- Weekday availability a plus

## **TIME COMMITMENT:**

- Minimum 15 hours bi-weekly, 2 weekends a month (May - October)
- Saturdays and Sundays, 6:00am-9:30am
- Possible weekday hours available
- Available to work all Carlos Creek Festivals

Job Type: Part-time, seasonal, May - October with occasional off-season weekends

Pay: \$ 25.00/hour

Benefits: Employee discount on wine, beer and retail items