



**City of Glenarden
Gold Room Crew Member
(Part-time)
Job Post**

The Gold Room Crew Member is responsible for setting-up and breaking down of events as well as cleaning and maintaining banquet functions. The Gold Room Crew Member will report to the Gold Room Coordinator or Crew Chief.

PRIMARY FUNCTIONS

- Responsible for the setting up Gold Room and/or Community Center with designated tables, chairs, and table covers prior to any event.
- Responsible for the clean-up during and after each event, which includes mopping, vacuuming, removing garbage and trash cleaning and mopping bathrooms, hallways, lobby, entrance to kitchen and dance floor.
- Monitor and maintain cleanliness of bathrooms during and after each event, which includes supply with toilet paper and soap, clean counter tops, sinks, urinals and commodes.
- Maintain cleanliness and organization of storage closet; remove trash, wipe down shelves/counters; sweep; and remove non-floor closet items and transport to proper areas.
- Pick up supplies as needed by the Gold Room Coordinator.
- Clean kitchen stove and counter tops.
- Remove all trash and garbage to the City dumpster.

Most events occur evening and weekends, candidates must be available to work.

QUALIFICATIONS

- Applicants must possess a high school diploma or GED.
- One year of experience working in and with facility maintenance, conference center or banquet facility operation.
- Must possess a strong “how can I help you?” attitude.
- Knowledge of setting up for a large and small event.
- Knowledge of applicable laws, rules, and regulations, such as safety and public assembly regulations.
- Ability to work effectively with a wide range of individuals in a diverse community.
- Ability to work independently and in a group setting.

A COMBINATION OF EDUCATION AND EXPERIENCE WILL BE CONSIDERED. APPLICANTS MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THEY POSSESS THE ABOVE QUALIFICATIONS FOR THIS POSITION.

The work of the position requires some physical exertion, to conduct activities involving walking 20% of the time, standing 20% of the time, and sitting 60% of the time, lifting or carrying up to 25 lbs. and pushing and/or pulling up to 50 lbs. Additionally, the work activities involve climbing, balancing, stooping, kneeling/bending, crouching and reaching on a limited to substantial basis.

Applicants must be 18 years of age or older to operate equipment; and possess a C class driver's license, with a clean driving record. If selected, the applicant must pass a background check, and a drug and alcohol screening. Starting salary \$11.75 – \$11.85 per hour, depending on experience. Please submit your resume to Karen Shoultz at Kshoultz@cityofglenarden.org. **Closing date July 12, 2021.**