



Ops Event Services Worker

Job Type: Part-time
Salary: \$13.50 per hour
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209
Kentucky International Convention Center, 221 South 4th Street, Louisville KY 40202

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Part-time positions are a great flexible way to earn extra money by working days, nights or weekends during shows and events. Employees receive free parking at both facilities and employee discounts on some shows, electronics, travel and lodgings and access to an Employee Assistance Program (EAP).

Position Summary:

The Event Services Worker performs event and room set-ups, changeover and breakdown duties inclusive of transporting and setting tables, chairs, stage pieces and other facility equipment. The Event Services Worker also performs duties to keep all facility areas clean and orderly, including pre-function space, restrooms, storage areas, outdoor facility areas, exhibit halls, ballrooms, meeting rooms, suites and offices.

Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Sets event spaces and rooms with tables, chairs and other equipment and performs duties for changeovers, teardowns, event move-ins and move-outs
- Assembles and installs stages, bleachers, barricades, backdrops, pipe and drape and other equipment
- Transports heavy equipment, furniture, supplies and other loads, manually and by use of hand-trucks
- Maintains facility trash receptacles per maintenance and event schedules
- Preps and uses cleaning chemicals and solutions according to OSHA and other applicable safety specifications
- Cleans and otherwise attends to wet and dry spills using basic and specialized equipment and solutions
- As required, services and stocks restrooms with toilet tissue, paper towels, soap and other provisions
- Operates trash compactor, adhering to OSHA and other applicable safety specifications
- Strips, seals, finishes and polishes floors and steam cleans and shampoos carpets
- Cleans windows, fixtures, mirrors, walls and doors using basic and specialized cleaning solutions and equipment
- Maintains outdoor facility areas using basic landscape equipment and removes trash and debris from sidewalks, parking lots and parking garages
- Removes snow from sidewalks, driveways, parking lots and garages using snowplows, snow blowers, snow shovels, and snow-melting chemicals
- Stores equipment accordingly to ensure workplace safety and equipment preservation
- Notifies supervisors about equipment and facility structures in need of repair
- Performs relative duties and manages other responsibilities as assigned

Direct Reports: There are ##/no positions that report to this position.

Physical Demands, Work Environment and Hours of Work:

Must be able to execute with/without reasonable accommodation.

- Office and event facility settings with moderate/high noise levels
- Regularly traverses facility space, including stairs, ramps, escalators/elevators and heavily-occupied spaces
- Regularly bends, stretches and otherwise moves to perform duties; occasionally moves loads of up to 25lbs
- Consistently uses near/far/peripheral vision, exerts muscles and coordinates body to safely maneuver facility equipment including table/chair racks, stage pieces, vacuums, scrubbers, forklifts, high-lifts and front-end loaders
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule
- Varied work hours including weekdays, evenings, late nights, early mornings, weekends and holidays, contingent upon event scheduling; occasionally/regularly works more than 40hpw
- Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes
- Exposure to tools, moving vehicles, mechanical equipment and cleaning chemicals

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- Must be at least 18 years of age
- Must have education level adequate to performing essential functions
- Must have access to reliable transportation for transport to work location on time for scheduled hours
- Must be eligible for employment within the United States

To Apply:

Complete an application at <https://kyvenues.com/apply-online> or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.