

Job Title: Post-Event Housekeeper
Entity: Spectra Venue Management - Utah Valley Convention Center (Provo, UT)
Reports To: Director of Operations
Supervises: None
Status: Part-Time; Hourly
Closing Date: Open Until Closed / Filled

Qualifications:

- Ability to work weekends and holidays.
- Ability to climb stairs, walk and stand for extended periods of time and lift up to 25 lbs. unaided.
- Ability to prioritize tasks & work in fast paced environment.
- Strong verbal communication skills.
- Ability to follow written instruction.
- Ability to manage time efficiently.
- Ability to work well unsupervised.
- Ability to bend, reach, pull, twist, and lift a variety of objects.

Job Duties:

- Ability to work Tuesday through Saturday evening and nights after events a must. Typical hours range between 6:00PM and 2:00AM.
- Clean and stock facility restrooms.
- Use floor scrubbers and burnishers, and similar machines, to clean and maintain terrazzo, concrete and tile floors.
- Vacuuming, dusting, and taking out trash in the office areas.
- Wash/Dry/Fold laundry as necessary.
- General all-purpose cleaning inside and outside the facility.
- Notify managers of repairs and maintenance, as necessary.
- Perform other duties and responsibilities as required.

EOE. DFWP.