

Job Title: Midday 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 a fast paced environment.
- Good 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 between the hours of 10:00AM and 8:00PM a must.
- Clean and stock facility restrooms during event hours.
- Use sweepers, vacuums, and various types of brooms to maintain floors during events.
- Use floor scrubbers, and similar machines, to clean and maintain terrazzo, concrete and tile floors.
- 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.