

## Job Description

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### Position Title: Facilities Event Staff

#### Purpose of Position

Facilities Event Staff are responsible for preparation, setup, teardown and cleanup of the facility and grounds for school and rental events.

#### Position:

- Part-time - minimum 10 hours/ week primarily scheduled for evening hours and some weekends
- Calendar year
- At-will, Hourly Employee

**Reports To:** Facilities Manager

**Evaluated By:** Facilities Manager

**Direct Reports:** None

#### Qualifications:

- High School Diploma or GED.
- Ability to lift 50 pounds.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

#### Professional Profile:

- Committed to the mission of DMCS.
- Strong communication and interpersonal skills as applied to interaction with coworkers, supervisor, parents, community members and students.
- Characterized by integrity.
- Ability to complete work in a fast-paced environment while accommodating interruptions.
- Works as a team player with all DMCS departments.

#### Responsibilities:

- Prepares the facility and/or grounds as necessary for the event. Including but not limited to, cleaning, mowing, trash removal or snow removal.
- Handles setup and teardown of any equipment, tables, seating, signage or other materials needed for the event.
- Follows written instructions and/or diagram for event setup and equipment storage after the event.
- Picks up and disposes of garbage and trash bags after the event and empties trash in dumpster.
- Cleans and prepares floors after event to prepare the facility for use the following day.
- All other duties as assigned.