



City of Keizer On-Call Employment

This announcement is not an implied contract and may be modified or revoked without notice

WORKING JOB TITLE: Event Center Support Staff
PAY RATE: \$17.00 per hour
WORK HOURS: On-call based on scheduled Event Center activities, mostly weekends

JOB SUMMARY

The City of Keizer is adding to an established small pool of on-call support staff with the goal of covering any Event Center hours as needed. The 9000 sq. ft. Event Center is scheduled for events during the week, evenings, and on weekends. **Hours of work vary depending on scheduled events and needs of the customers renting the venue. The majority of work shifts are scheduled during the evenings and on the weekends.** This position is classified as temporary within the Finance Department reporting to the Event Center Manager.

As a temporary employee, no medical or retirement benefits are provided, beyond Social Security contributions and sick leave. Temporary employees will be eligible for paid sick leave on the 91st day of employment (1 hour accrued sick leave for every 30 hours worked) and 24-hour access and use of the City's employee-only Fitness Center and Zen Room (massage chair) upon signing the required release forms.

Event Center Support staff may perform any of the following duties; however, these examples do not include all the specific tasks which an Event Host may be expected to perform.

1. Set up rented room(s) to specifications provided; including moving room dividers, table and chairs, setting up projector, screen, microphone, lighting, audiovisual (A/V) equipment, stage, etc.
2. Check in with client(s) throughout the event and address any needs/concerns. Be familiar with rental agreement guidelines.
3. Ensure facility is serviced as needed during event; make sure trash cans are emptied, bathrooms are clean and supplied, clean up significant spills, etc.
4. Ensure that only guests of the client(s) are in the facility for after-business-hours events and that all have exited building post-event.
5. Clean-up following the event:
 - a. Return remainder of facility to prior-use condition; empty trash receptacles, clean, sweep, and mop all restrooms, and set up for next event, as needed.
 - b. Return rented room(s) to pre-event condition, resetting tables, chairs, screens, stage etc.

Note: Appointment to this position in no way implies or assures a subsequent appointment to any regular status, seasonal, or other position with the City of Keizer.

WORKING CONDITIONS

This is not an administrative position. Physical effort is required to perform solitary work, manual labor, climb ladders, janitorial duties (mop, sweep, vacuum), bend, reach, talk, hear, and stand for long periods of time. Regular lifting of objects and equipment up to 60 pounds is required. Occasional contact with clients in conflict situations. Must be available to work a minimum of one shift every month and respond to all emails sent by the Event Center Manager. **Most shifts are scheduled during evening hours and on the weekends. Excellent customer service is expected in all situations.**

<p>MINIMUM QUALIFICATIONS</p>	<p>High school diploma or equivalent and ability to perform the duties as described in this announcement. Preference may be given for prior event set-up, customer service and/or, Audio/Visual (A/V) equipment experience.</p>
<p>ADDITIONAL DETAILS</p>	<p>Bilingual Spanish/English candidates are encouraged to apply.</p> <p>Veterans who wish to request Veteran’s Preference must complete the Veteran’s Preference Form and provide the required supplemental paperwork. The Veteran’s Preference Form is available in printed format at City Hall or electronically by clicking here.</p>
<p>HOW TO APPLY</p>	<p>Submit a completed City of Keizer Employment Application (PDF) to the City of Keizer’s Human Resources Department.</p> <p>Employment applications are available in printed format at City Hall, 930 Chemawa Road NE, Keizer or electronically by clicking here.</p> <p>Applications may be delivered via:</p> <ul style="list-style-type: none"> ✓ e-mail to HR@keizer.org; ✓ fax to 503-856-3445; ✓ postal mail to PO Box 21000, Keizer, OR 97307-1000; ✓ hand delivery to City Hall located at 930 Chemawa Rd NE, Keizer, Oregon <p>For additional information, please call Human Resources at 503-856-3430 or send an email to HR@KeizerOR.gov.</p>
<p>CLOSING DATE & TIME</p>	<p>OPEN UNTIL FILLED. Faxed and unsigned electronic applications must be followed up with signed original by mail or in-person delivery.</p> <p><i>*Materials that are incomplete will not be eligible for consideration.</i></p>
<p>SELECTION PROCESS</p>	<p>Evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including interview process. If you wish modification of this selection process to accommodate a disability, please make your request in writing and submit it with the required application materials. Status of recruitment will be posted at www.keizer.org.</p> <p><i>Employment offer contingent upon successful completion of a physical exercise.</i></p>
<p>RECRUITMENT UPDATES</p>	<p>Applicants selected for an interview will be contacted by phone or e-mail. We are not able to confirm receipt or provide status personally to each applicant. To check the status of this recruitment visit https://www.keizer.org/Current-Openings. Each recruitment is updated as the status changes.</p> <p>Save this document for future reference!</p>

City of Keizer Event Center

On-Call (Temporary) Support Duties

Effective July 2024

The overall role of On-Call/Temporary Event Center Support staff is to provide facility support to the clients of the City of Keizer Event Center. Staff may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform.

Role during set-up of the facility

- Under the guidance of the Event Center Assistant, set-up the rooms to the specifications provided
 - Move walls to specification
 - Set up tables and chairs according to selected floor plan
 - Set up projector, screen, microphone, audiovisual (A/V), and stage
 - Ensure set-up meets fire code regulations
 - Log any broken or damaged equipment
 - Perform minor repairs (e.g. replace table sliders, secure loose chair seats by tightening screws, change light bulbs, patch walls or molding, service a vacuum cleaner or carpet cleaner, replace batteries in equipment such as soap dispensers or hand sanitizers)
 - Ensure room is clean (vacuumed, no visible trash, tables wiped down)

Role with client

- Walk through the rented space to verify room is set up to written specifications
- Answer client questions about usage rules, decorating rules, etc.
- Familiarize client with A/V equipment and operation
- Ensure lighting needs are met
- Communicate any issues/concerns with vendors before the event starts and throughout the event (e.g. Caterer, DJ, Alcohol Providers, Security, etc.)
- Remain available, professional, and provide excellent customer service to clients at all times

Role during the event

- Ensure trash cans do not overflow and are emptied as needed
- Ensure bathrooms are clean and supplies are restocked as needed
- Clean up any significant spills and/or major messes to prevent permanent facility damage
- Log and take pictures of any damage that could result in client forfeiting part of their refundable security deposit
- Ensure the catering kitchen is used as warming kitchen only
- Ensure all equipment continues to work as needed
- Ensure event complies with fire code regulations
- Politely decline food or beverage or any other gifts from client group

Role after the event

- Wipe down tables
- Vacuum the floors
- Spot clean any stains on walls, carpets, or chairs
- Wipe off counters, tables, refrigerator, freezer, microwaves, and range top in warming kitchen
- Scrub sink, sweep, and mop in warming kitchen
- Reset facility to specification provided (tables, chairs, screens, etc.)
- Empty all trash cans and wipe the lids
- Restrooms: Restock paper product(s), empty trash, wipe down counters, clean soiled stalls
- Ensure the facility is emptied of people
- Ensure lights are turned off
- Ensure facility is locked, all doors secured BEFORE leaving
- Document any issues specific to the event to the Event Center Manager

Event Center Maintenance

- Carpet cleaning
- Deep cleaning of warming kitchen and Event Center surfaces
- Chair and table cleaning
- Table and chair glide replacements

Working Conditions: Physical effort is required to perform manual labor, janitorial duties (mop, sweep, vacuum), climb ladders, bend, reach, talk, hear, and stand for long periods of time. Regular lifting of objects and equipment up to 60 pounds is required. Occasional contact with customers in conflict situations.

**The majority of shifts are scheduled during evening hours and on weekends.
Must be available to work a minimum of one shift each month.
Must respond to all emails sent by the Event Center Manager.**

ADDITIONAL APPLICANT INFORMATION

SHARP Certification – The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.

ADA Accommodation – Will Be Provided Upon Request. If you wish modification of this selection process in order to accommodate a disability, please make your request in writing and submit it with the required application materials.

Drug Free Workplace – The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. Employees will be required to participate in reasonable cause and post-accident drug and/or alcohol screening during the course of employment.

Immigration Law – In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for employment in the United States.

Equal Employment Opportunity – The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status, or disability.

Veteran's Preference – The City of Keizer is proud that many of our employees are Veterans. We support Oregon's Veteran's Preference law by providing a method for qualified candidates to request preference in the hiring process.

For additional information, please call Human Resources at 503-856-3430 or visit: www.keizer.org.

The information provided above or as part of the recruitment announcement is not an implied contract and may be modified or revoked without notice.

Keizer is a place where you can make a difference.