



Convention Center

Laborer

1 Position available

PAY

\$15.48 per hour

REPORTS TO

Director of Convention Center

FLSA STATUS

Exempt

EMPLOYMENT TYPE

Full Time

DESCRIPTION

Responsible for ensuring the efficient setup, breakdown, and maintenance of event spaces, contributing to all the overall success of events hosted by the Convention Center.

QUALIFICATIONS

- High School Diploma/GED required.
- Valid Texas Driver's License at time of placement.
- Must be able to operate various types of cleaning equipment and scrubbers with appropriate training.
- Flexibility to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lift, carry, and move heavy objects, as well as stand for extended periods during event setup and breakdown.
- Effective verbal communication skills to collaborate with team members, event organizers, and external vendors.
- Capacity to work well within a team environment, contributing positively to the overall success of events.
- Strong attention to detail to ensure event spaces are set up according to specifications and maintained to high standards.
- Ability to adapt to changing event requirements and schedules, demonstrating flexibility and a proactive approach.
- Familiarity with basic hand tools and equipment used in event setup and maintenance.

- Customer service mindset with a willingness to assist and provide a positive experience for event organizers and attendees.

MAJOR DUTIES

- Assist in the setup and breakdown of event spaces, including arranging tables, chairs, decorations, and audio-visual equipment as per event specifications.
- Safely load and unload event materials, equipment, and supplies, ensuring proper handling and storage.
- Perform routine maintenance tasks to keep event spaces, furniture, and equipment in excellent condition.
- Collect and dispose of waste and recyclables during events, maintaining cleanliness and sanitation standards.
- Collaborate with external contractors and vendors during events, providing support and assistance as needed.
- Adhere to safety guidelines and protocols, ensuring a secure environment for both staff and event attendees.
- Operate basic hand tools and equipment for event setup and maintenance.

- Work collaboratively with other department staff and event organizers to ensure seamless execution of events.
- Provide courteous and helpful assistance to event organizers, exhibitors, and attendees when necessary.
- Other duties as assigned.

This position is an essential service position and will require providing services during emergency situations.

Visit our website www.cityoflufkin.com or contact the Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901, Phone 936-633-0228.