

JOB TITLE: Operations Crew Team Member

REPORTS TO: Operations Manager

HOURS:

- Part-time & Full-time positions available
- Flexible scheduling to work with student's busy schedules
- Extended/Irregular hours including nights, weekends and holidays as needed

Lancaster Event Center (LEC) is a premier, multi-use facility in the Midwest home to 300+ events from livestock to trade shows to weddings annually including the Super Fair. Immediate openings available for Operations Crew Team Members with opportunity for full time positions with benefits and/or career growth. The Operations Crew Team Member reports to the Operations Managers and is primarily responsible for performing work as needed to clean, maintain, prepare for and serve events at the 400,000 square foot, 150 acre facility. Duties include skilled and semi-skilled tasks, which often require operation of equipment, heavy lifting and a high degree of physical exertion.

QUALIFICATIONS:

- Honest, trustworthy, reliable, flexible and strives to go above and beyond
- Agriculture background/interest preferred but not required

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following. Other duties may be assigned.

- Setting up and tearing down chairs, barricades, staging, tables, other furnishings and equipment.
- Laying carpet, preparing arenas, updating signage.
- Installing and cleaning livestock stalls and preparing arenas/pens for livestock shows.
- Perform repairs and maintenance tasks such as painting, patching, replacing ceiling tile, replacing filters, etc.
- Snow removal as needed on seasonal basis.
- Day-to-day operations include, but are not limited to, loading/unloading delivery trucks, replenishing supplies and transporting trash/waste to proper disposal area.



- Assist with pre/post event cleaning and janitorial tasks including, but not limited to sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, carpet cleaning and window washing.
- Assist with security securing doors, ushering, crowd control, etc.
- Report irregularities, discrepancies, safety, damage concerns or loss of property promptly to Operations Supervisor.
- Assist with other functions with any aspect of event facility as needed to maintain high level of service to customers including ticket taking, stocking concessions, assisting in making/serving food and beverage.

KNOWLEDGE, ABILITIES & SKILLS:

- Knowledge of or willingness to learn practices and procedures related to animal shows; event set-up; typical methods and techniques for cleaning and maintaining the facility; proper use and care of hand and power tools.
- Demonstrate a positive attitude and strong work ethic with attention to detail without close supervision.
- Must perform strenuous physical duties at times including lifting, carrying, moving and climbing.
- Operation equipment such as light trucks, pallet jacks, forklifts, boom lifts, Skid Steer, Tractors, scrubbing machines or other light power driven equipment.
- Follow oral and written instructions and communicate effectively both verbally and written.
- Ability to work well under pressure.
- Familiarity with building controls (heat, air, lights, etc.) and audio-visual is a plus.

TRAINING & EXPERIENCE:

- High School diploma OR G.E.D.
- 1-3 months related experience; or equivalent combination of education and experience.

TO APPLY:

Visit LancasterEventCenter.org/about/careers and submit online application
OR send resume with desired position to Sue Morrison at smorrison@lancastereventcenter.org.

