



# Pasadena Convention Center

## **EVENT ATTENDANT-MAINTENANCE WORKER I**

(Part-time position - No benefits)

HOURLY RATE: \$9.00 per hour

Position Posting Date: November 20, 2009

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### POSITION SUMMARY

Provide custodial and housekeeping services to maintain and keep building in a clean and orderly condition. Perform some heavy cleaning duties such as operating carpet cleaner, floor refinisher and street sweeper equipment. Set up and break down meeting spaces with tables, chairs, etc; Provide customer service assistance to clients and guests.

### JOB RESPONSIBILITIES

- Set up and breakdown meeting spaces with tables, chairs, etc;
- Service and clean the facility; Stock restrooms
- Monitor and empty trash
- Sweep and mop floors in all common areas
- Operate cleaning equipment
- Report unsafe conditions and needed repairs
- Request cleaning and maintenance supplies
- Clean and polish furniture and fixtures
- Vacuum offices and other common areas

### JOB REQUIREMENTS

- Must have ability to frequently walk, stand, climb stairs, stoop and kneel
- Must be at least 18 years old
- Must have at least one year of custodial experience
- Must clearly speak and read English
- Must successfully pass background investigation
- Must be able to show proof of US employment eligibility
- **MUST BE WILLING AND ABLE TO WORK A FLEXIBLE SCHEDULE INCLUDING NIGHTS, WEEKENDS AND HOLIDAYS UPON REQUEST**

**Final candidates are subject to a background investigation and drug screening.**

If you meet the job requirements for the position and are interested in applying, please forward your resume in Word format to [hr@pasadenacenter.com](mailto:hr@pasadenacenter.com) or fax to (626) 844-1421.

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