



LIFE PACIFIC COLLEGE

Events Laborer

DEPARTMENT	STATUS	CLASSIFICATION	RANK	DATE LAST UPDATED
Events - 305	Part Time/Temporary	Non-Exempt		October 2016

PURPOSE

The Events Laborer represents Life Pacific College by assisting in the completion of tasks and projects as directed by the Events Coordinator to ensure successful external events and select internal events.

ESSENTIAL DUTIES

- Provides set-up and breakdown of the necessary equipment for each event.
- Ensures that facilities are cleaned and returned to original condition following each event. This may include but is not limited to: general cleaning, carpet cleaning, vacuuming, loading/unloading of equipment, etc.
- Addresses patron concerns in a friendly and courteous manner.
- Enforces policies and procedures of Life Pacific College's Events Department.
- Monitors entrances and exits of the facility, surveying the facility for any hazards that may exist and knowing evacuation routes in case of emergency.

GENERAL DESCRIPTION

The Events Laborer reports directly to the Events Coordinator in the Office of the President and the role's classification is Temporary/On-call, Non-Exempt. The Events Laborer will assist in the implementation of public events, special meetings, seminars, conferences, and services for outside organizations. The Events Laborer assures impeccable presentation of the college and helps provide guests with a positive experience.

MINIMUM REQUIREMENTS

- Must be able to properly lift 50 pounds.
- Must be enrolled as a full-time student in the traditional program and maintain a 2.5 cumulative GPA.
- Basic construction, cleaning, and customer service skills are preferable.
- Must be flexible and willing to adapt to an ever-changing environment and responsibility.
- Must be able to work as a team member.
- Must be willing to work non-traditional hours, including evenings and weekends, on an on-call basis.
- Must articulate and model the mission and values of the College as a historic Christian institution.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and is subject to change and revision when necessary.

Candidates must be Christian believers holding a Pentecostal/charismatic perspective and will be required to adhere to the College's statement of faith and mission.

No person shall be denied employment at Life Pacific College on the basis of gender, race or ethnicity, national origin or ancestry, age, marital status, pregnancy, medical condition, disability, veteran status, or any other legally protected classification, except as may be permitted by law.