



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: EVENT WORKER **SCHEDULE:** C904
DIVISIONS: CN CENTRE & COMMUNITY ARENAS
DEPARTMENT: COMMUNITY SERVICES

JOB SUMMARY:

The Event Worker performs cleaning duties and set up for WHL games and other events, as required. Duties include sweeping and mopping stands, washing down seats, setting up seats, and removing garbage.

The incumbent is expected to work in a safe manner and follow all applicable safety rules, regulations and procedures. The employee receives detailed instructions on work tasks either orally or in writing, and may be required to complete routine forms. The incumbent works alone or as part of a team and is expected to complete assigned tasks proficiently and quickly. Work in progress is inspected regularly and is subject to checks upon completion.

This irregular-part time position is scheduled around events and WHL games. A majority of the shifts for Event Workers are for events that attract over 1000 persons. Performs related duties, as assigned.

HOURS OF WORK: Majority of hours assigned after hockey games (10:00 pm – 2:00 am) and concerts (11:00 pm – 3:00 am).

MAJOR RESPONSIBILITIES:

Under general supervision of the Facility Foreman or Assistant Foreman:

Contributes to the event experience by:

- setting up floor seats in numerical order for events;
- washing down permanent arena seats and portable seats;
- sweeping, mopping and removing garbage from the stands after events;
- taking garbage to the compactor or garbage container;
- making holes in ice for hockey nets to be placed (net pegging);
- replacing toilet paper and paper towels and emptying garbage from washrooms during hockey games and events; and
- picking up garbage & sweeping sidewalks and parking areas adjacent to the facility after events.

Performs physical activities such as:

- walking, standing, bending, lifting, and carrying;

- using common hand–tools needed for net-pegging;
- regularly working in an environment that experiences temperature extremes;
- occasionally working outdoors; and
- performing related duties as assigned.

QUALIFICATIONS:

Experience: Completion of Grade 12 and experience in customer service and cleaning procedures.

Knowledge and Skills: Sufficient physical strength and stamina to perform the required duties. General knowledge of the tools and equipment related to the work. Demonstrated ability to clean and use materials, and operate equipment, in a safe and efficient manner. Ability to recognize, report and/or rectify actual and potential safety hazards. Demonstrated quality and attention to detail with repetitive and routine tasks. Exceptional ability to self-motivate. Ability to read and/or follow detailed oral and written instructions in both alphabetic and numerical order. Ability to work within a team environment. Ability to deal courteously, tactfully and diplomatically with internal customers and co-workers. Ability to work evening shifts that end at 2:00 am or 3:00 am: Knowledge of WorkSafe BC regulations such as those related to Bullying & Harassment.

Valid BC Drivers license: N/A
Vehicle Usage: N/A
Police Information Check: Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

Date revised: August 2010
Revised by: Diane Bourret
Date revised: September 2015
Revised by: GM / DB
Revised by: LH/Oct. 2018