

TOWN OF RED RIVER  
CONFERENCE CENTER MAINTENANCE AND OPERATIONS  
JOB SPECIFICATION

This position requires a general knowledge of commercial building maintenance, as well as the ability to set up/break down the equipment in the Red River Conference Center for various functions. This position reports directly to the Conference Center Director. This position is part-time and will be on an as needed basis through October 2010 (hours may vary and some overtime may be required). A flexible schedule is necessary, as some events will call for early-morning / late-evening hours and/or weekend shifts. Work conditions are mostly indoors, with some outdoor work as needed. Some heavy lifting is required.

Hours vary: 2-20 hours/week

Specific duties:

1. Building maintenance, including temperature management, building repairs, automatic flush mechanisms, and some electrical and plumbing.
2. Janitorial duties: cleaning of the restrooms, entry way, conference and meeting rooms, and sidewalks on a daily basis (including snow removal when necessary). Cleaning of commercial kitchen and the floor in the exhibit hall before/after events. Open and close conference center lobby on weekends with times to be determined by the Conference Center Director.
3. Assist in set up/tear down for events in the conference center. This includes tables, chairs, stage, room dividers, curtains, audio visual equipment, coffee and water. These duties are to be performed in a timely fashion before and after events in the conference center.
4. During special events at the conference center this position must be on call during the hours that the conference center is in use. This involves any events that there are vendors in the conference center or any event deemed necessary by the Director.
5. During events at the conference center where the kitchen is in use this position must be available to light to commercial oven & stove.

Contact Rebecca Latham, Conference Center Director, for more information – (575) 754-1708.