



Operations Tech



1 Convention Center Plaza, Pine Bluff, AR 71603 | Hourly | Full Time

Job Summary:

Entry Level opening for Operations Tech. Schedule is varied based on events booked into the convention center. Effective team atmosphere with great benefits. Looking for applicants who work well with others as a diligent team, who are willing to work hard in a schedule that may include nights and weekends.

Specific Job Duties and Responsibilities:

- Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming them
- Clean, polish office tables, chairs, desks and all other furniture used in the office or the entire building
- Dust mechanical devices like monitors, desktops, printers, and any other device
- Clean windows, doors, glasses and mirrors with soapy water, sponge and any other necessary cleaning substance
- Maintain the supply and equipment needed for cleaning duties
- Make sure that waste bins are emptied to avoid trash littering around
- Restock or resupply restroom papers and make sure the toilet are in a good condition
- Take good care of the environment or building to make sure that hazardous materials are removed
- Meet with any authority in the building to make request for items needed for work
- Take careful and safety measures in the use of chemicals which can be harmful to the body or can damage things
- Unlock and lock building doors early in the morning and late in evening respectively.
- Sets up chairs, tables, and stands according to function specifications.
- Other duties as assigned.



Minimum Experience, Skills or Education Required:

- High school diploma preferred.
- Two years' experience preferred.
- Must be able to follow directions/instructions.
- Must be able to work weekends, nights and holidays as the schedule requires.
- Must be able to interpret simple room layout drawings.
- Must be able to work outdoors in all kinds of weather.
- Must be able to learn simple procedures and techniques.
- Must be able to perform routine or the same task repeatedly.
- Must be able to stand or walk for varying lengths of time, sometimes for extended periods.
- A valid Arkansas Driver's License is required.
- Physical Demands: Lifting 50 lbs. With frequent lifting and/or carrying of objects weighing up to 25 pounds. Reaching, handling, climbing, balancing, stooping, and kneeling.

Deadline

The position will remain open until filled.

To Apply for This Position:

Download the Pine Bluff Convention Center Application from the Employment Opportunities page. If you are on a desktop browser, you can select the Add Text button on the top left of the window and add your information in its respective sections. When finished, select Save at the top right and Save to your computer. You can either utilize the Apply Here! Section at the bottom of the Employment Opportunities page or email to applications@pinebluff.com. You can also print the application, fill it out, and bring it by the offices Monday – Friday 8 AM – 5 PM.