



**JOB TITLE:** Operations Crew Team Member

**REPORTS TO:** Operations Manager

Lancaster Event Center (LEC), a leading Multi-purpose Event facility in the Midwest has immediate openings for Operations Crew Team Members with opportunity for full time positions with benefits and/or career growth. The Operations Crew Team Member reports to the Operations Managers and is primarily responsible for performing work as needed to clean, maintain, prepare for and serve events at the 400,000 square foot, 150 acre facility. Duties include skilled and semi-skilled tasks, which often require operation of equipment, heavy lifting and a high degree of physical exertion.

**Qualifications:** Responsible, fun, friendly, professional, excellent communication skills, accurate cash handling skills, team player, good work ethic and ability to work without close supervision. Must possess a sense of pride and accomplishment with one's work, and is willing to go above and beyond to ensure guests have the best experience possible.

**Essential Duties and Responsibilities:**

Includes the following. Other duties may be assigned.

- Participate in all aspects of preparation for events. Duties may include setting up and tearing down chairs, barricades, staging, tables, other furnishings and equipment.
- Other duties could include laying carpet, preparing arenas, updating signage, installing and cleaning livestock stalls and preparing arenas / pens for livestock shows. Snow removal and landscaping as needed on seasonal basis.
- Perform various duties to ensure the day-to-day operations of the facility are met. These include, but are not limited to loading/unloading delivery trucks, transporting trash and waste to proper disposal area and replenishing supplies.
- Assist with pre/post event cleaning and janitorial tasks including, but not limited to, sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, carpet cleaning and window washing.
- Perform repairs and maintenance tasks such as painting, patching, replacing ceiling tile, replacing filters, etc.
- Assist with regular counting of assets by event and regular asset tagging.

- Assist with other functions with any aspect of event facility operations as needed to maintain a high level of service to customers, including ticket taking, stocking concessions, assisting in making/serving food and beverage.
- Assist with security during the day and night, securing doors, ushering, crowd control, etc.
- Report irregularities, discrepancies, safety or damage concerns or loss of property promptly to Operations Supervisor.
- Work extended and/or irregular hours including nights, weekends and holidays, as needed.

### **Knowledge, Abilities and Skills:**

- Demonstrate knowledge or willingness to learn practices and procedures related to event set-up; typical methods and techniques for cleaning and maintaining the facility; and proper use and care of hand and power tools.
- Demonstrate a positive attitude and strong work ethic and attention to detail, without close supervision.
- Follow all policies/procedures, risk management, safety precautions, rules, regulations and emergency procedures established at the facility.
- Meet the physical demands of the job. Must perform strenuous physical duties at times, including lifting, carrying, moving and climbing.
- Operate equipment such as light trucks, pallet jacks, forklifts, boom lifts, Skid Steer, Tractors, scrubbing machines or other light power driven equipment.
- Follow oral and written instructions and communicate effectively with other in both oral and written form.
- Familiarity with building controls (heat, air, lights, etc.) and audio-visual a plus.
- Knowledge of / or a willingness to learn procedures and tasks related to animal shows.
- Organize and prioritize work to meet deadlines.
- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently, exercising judgment and initiative.
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- Maintain an effective working relationship with clients, co-workers, exhibitors, patrons and others encountered in the course of employment.
- Remain flexible and adjust to situations as they occur.

### **Training and Experience:**

High school diploma or G.E.D. and one (1) to three (3) months related experience; or equivalent combination of education and experience

**TO APPLY:**

Complete an LEC application which can be downloaded from [www.lancastereventcenter.com](http://www.lancastereventcenter.com) or picked up at LEC, and return it to: Lancaster Event Center, 4100 N 84, Lincoln NE 68507.