



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

STH Campus Events Worker

SALARY: \$19.21 Hourly
DEPARTMENT: Facilities Services
OPENING DATE: 08/10/21
CLOSING DATE: Continuous

Short-Term-Hourly/Professional Experts - Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Required License/Certificate, Resume

DESCRIPTION:

BASIC FUNCTION:

Under the direction of the Campus Events and Operations Supervisor, prepare campus for special events, campus wide furniture moves and recycling program; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Prepare the gymnasium, cafeteria, stadium, choral rooms, theater, and other College facilities for a variety of special events and activities for campus and community groups. (E)
- Prepares facilities for evening, weekend and off-campus events. (E)
- Move and arrange chairs, tables and furniture as appropriate to the activity; set ups and breaks down special equipment; clean up facilities following activities. (E)
- Moves, adjusts and arranges furniture and equipment; set up facilities for special events and meetings as assigned. (E)
- Performs a variety of custodial duties for assigned facility according to established schedules; sweep, scrub and mop floors; wash windows, counters and walls; empty and clean waste receptacles. (E)
- Maintains and cleans vehicles. (E)
- Maintains computer files; completes time sheet for supervisor review and approval. (E)
- Performs all campus wide furniture moves with Facilities Planning Campus Development Office. (E)

- Performs campus recycling program duties. (E)
- Operate a wide variety of equipment and hand and power tools used in custodial and general maintenance work including vehicles, electric carts, forklift, tractor, hoist, drill press and portable generators. (E)
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school and one year of campus events related experience.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California driver's license.

Valid forklift operator's certificate or ability to obtain within first year of employment.

Work a variable schedule to accommodate evening, weekend, and holiday events.

OTHER INFORMATION:

KNOWLEDGE OF:

College rules and regulations related to campus facilities us.

Proper methods of storing equipment, materials and supplies.

Basic recordkeeping techniques.

Basic computer knowledge.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

ABILITY TO:

Lift, move, set up and break down equipment and furniture used for various campus activities.

Work a flexible schedule involving evening, weekend, and holiday work.

Operate, maintain, and perform minor repair on various equipment including public address systems.

Work independently with little direction.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, students and hourly workers, volunteers, students, and the general public.

PHYSICAL EFFORT:

Lifting and carrying heavy objects; pushing and pulling; dexterity of hands and fingers to operate specialized tools.

Bending at waist, kneeling and crouching.

Standing for extended periods of time.

Reaching overhead; walking over rough or uneven surfaces.

Climbing ladders and stairs and working from heights.

WORKING CONDITIONS:

Indoor and outdoor work environment; to include working in heat, cold, rain, and windy conditions.

Evening or variable hours.

Driving a vehicle to conduct work as required.

Office environment.

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

<http://www.avc.edu>

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