

SPECIAL EVENT ATTENDANT

General Statement of Duties

Performs a variety of public contact, building janitorial duties, program and special event assistance and securing town buildings relating to the rental of rooms for public use especially in the late afternoon, evening and weekend hours in a limited service position.

Distinguishing Features of the Class

As stated in the Town of Swansboro's personnel policy; a full or part-time employee of the Town may simultaneously hold another position with the Town if the limited service position is in a different department and clearly different program area from that of the full or part-time position. The work of the limited service position must also be performed on an occasional or sporadic basis as identified in Fair Labor Standards Act regulations. However, the work of the full or part-time position shall take precedence over the limited service position, and such work will not count toward the calculation of overtime for pay or time off.

Duties and Responsibilities

Opens and closes as scheduled the Town of Swansboro facility that is being rented;
Assures facilities and surrounding areas are safe and secure before and after the event;
Clean and stock bathroom facilities;

Monitor use of building during event to ensure participant safety;

Assists with facilitating programs and monitoring special events;

Inspect facility after event for possible damage and cleanliness.

Recruitment and Selection Guidelines

All employees of the Town of Swansboro are permitted to apply as an Event Attendant. Event Attendant applications are received by the Town Clerk/Admin Services Director. A listing or pool of applicants will be provided to and monitored by the Parks and Recreation Director. An attendant will be chosen by the Parks and Recreation Director from the pool only when/if a Recreation Assistant is unable or unavailable to attend an event at one of the facilities.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to inspect activities and facilities for cleanliness and safety.