CITY OF GRAPEVINE invites applications for the position of:

Set Up Worker - CVB

An Equal Opportunity Employer

**SALARY:**
$13.23 - $15.88 Hourly  
$1,058.52 - $1,270.22 Biweekly  
$2,293.46 - $2,752.14 Monthly

**OPENING DATE:** 10/12/16

**CLOSING DATE:** Continuous

**BASIC FUNCTION:**
Under general supervision performs cleaning, minor maintenance and sets up meeting rooms for various functions at the Convention, Palace Arts, and Concourse Centers along with other facilities as assigned.

**NATURE & SCOPE:**
In general, the incumbent works under well-established standards procedures covering the entire interior as well as the surrounding grounds of the assigned facilities without immediate supervision. Due to the variety of facility’s uses, timing/scheduling of events and the level of clientele the incumbent should have a knowledge of the departments and facility operations and procedures. Incumbent’s day to day contacts include CVB staff, peers, supervisors and guests. Typical duties include:

1. Sets up and takes down tables, chairs, meeting equipment, etc. as assigned.
2. Sweeping, mopping, scrubbing of CVB Facilities.
3. Dusts, vacuum, washes windows and generally cleans CVB Facilities
4. Sweeps, mops and washes dishes in the kitchen during/after catered events.
5. Cleans/ washes, refuels, CVB facility dept. vehicles.
6. Performs other duties as assigned.

**REQUIRED SKILLS:**
Ability to follow oral and written instructions and to work cooperatively with co-workers. Ability to learn to operate and maintain equipment and tools (leaf blower, small hand tools) used to maintain CVB meeting rooms and learn and obey safety procedures. Reading skills necessary to safely use chemical cleaning agents and compounds. Ability to perform strenuous physical activity, including pushing, pulling, bending, stooping, reaching, lifting, twisting, standing and walking for extended periods of time in adverse conditions including extreme heat, cold, and moisture. Ability to move furniture, set up tables, chairs, and equipment and remove trash as needed. Ability to work weekday, evenings, weekends and some holiday hours as assigned for set-ups and special events.

Regular and punctual attendance and ability to work irregular hours and schedules.

Incumbent must pass a criminal background check and have a valid Texas driver’s license with an acceptable driving record as defined by City policy.

APPLICATIONS MAY BE FILED ONLINE AT:

OUR OFFICE IS LOCATED AT:
P. O. Box 95104, 200 South Main Street  
Grapevine, TX 76099

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