OPERATIONS WORKER

Salary: Commensurate with experience

Work Address: Kentucky International Convention Center
221 S. 4th St., Louisville, KY 40202

Kentucky Venues’ two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World’s Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

Kentucky Exposition Center:
The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world’s most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 flexible meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space which is all highly configurable to the specific needs of our clients.

Kentucky International Convention Center:
The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a $207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and state employee pension.

Job Description:
The Operations Worker performs event and room set-up, changeover and breakdown duties inclusive of transporting and setting tables, chairs, stage pieces and other facility equipment. The Operations Worker also performs duties to keep all facility areas clean and orderly, including pre-function space, restrooms, storage areas, outdoor facility areas, exhibit halls, ballrooms, meeting rooms, suites and offices.
Essential Functions (must be able to perform with or without reasonable accommodations):

- Sets event spaces and rooms with tables, chairs and other equipment and performs duties for changeovers, teardowns, event move-ins and move-outs.
- Assembles and installs stages, bleachers, barricades, backdrops, pipe and drape and other equipment.
- Transports heavy equipment, furniture and supply and other loads, manually and by use of hand trucks.
- Reviews work orders and receives other written and oral directives to discern work assignments.
- Consistently works to keep facility clean and free of food, trash and other debris throughout shift.
- Maintains facility trash receptacles per regular maintenance schedules and specific event schedules.
- Preps and uses cleaning solutions according to OSHA and other applicable safety specifications.
- Cleans and otherwise attends to wet and dry spills using basic and specialized equipment and solutions and sets cautionary signage accordingly.
- Wipes restroom counters, mirrors and fixtures, scrubs toilets and otherwise maintains restroom cleanliness.
- Services and stocks restrooms with toilet tissue, paper towels, soap and other provisions.
- Dusts furniture and other facility fixtures.
- Sweeps, mops, scrubs and vacuums floors.
- Strips, seals, finishes and polishes floors and steam cleans and shampoos carpets.
- Cleans windows and other glass surfaces, mirrors, walls and doors using basic and specialized cleaning solutions and equipment.
- Maintains outdoor facility areas using basic landscape equipment and removes trash and debris from sidewalks, parking lots and parking garages.
- Removes snow from sidewalks, driveways, parking lots and garages using snowplows, snow blowers, snow shovels, and snow-melting chemicals.
- Operates trash compactor, adhering to OSHA and other applicable safety specifications.
- Stores equipment accordingly to ensure workplace safety and equipment preservation.
- Notifies supervisors about equipment and facility structures in need of repair.
- Promotes and works accordingly to maintain public and workplace safety and returns found items to the Public Safety Office.
- Adheres to organizational core values and service expectations.
- Addresses guest inquiries and requests in a courteous and professional manner.
- Performs other duties and manages other responsibilities as assigned.

Physical and Mental Demands (must be met with or without reasonable accommodations to perform essential functions):

- Consistently moves about multiple acres of facility space and ascends/descends steps and ramps.
- Bends, stretches, twists, reaches and otherwise moves to perform assigned duties.
- Frequently moves objects and equipment weighing up to 50lbs and greater than 50lbs.
- Consistently uses near, far and peripheral vision, exerts muscle force and coordinates one’s body to safely maneuver equipment including some or all of, but not limited to, the following: table and chair racks, stage pieces, vacuums, scrubbers, cars, trucks, forklifts, high lifts, scissor lifts and front-end loaders and inspect equipment for damages.
- Consistently functions and works within a moderate-to-high pressure event-driven environment, according to a stringent schedule.
Work Environment and Hours of Work:

- Event facility setting with moderate-to-high noise levels where event functions and facility maintenance are taking place as well as an office setting with minimal-to-moderate noise levels.
- Contingent on facility and event requisites, works a varied schedule consisting of: typical weekday hours, evenings, late nights, early mornings, weekends and holidays.
- Contingent on facility or event requisites, frequently works more than 40h pw.
- Exposure to various weather conditions, including some or all of, but not limited to, the following: rain, sleet, snow, hail, and extreme cold, heat and humidity.
- Exposure to high-allergen and other atmospheric elements including some or all of, but not limited to, the following: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Exposure to potentially hazard-inducing elements and applications including some or all of, but not limited to, the following: use of heavy and specialized tools, moving vehicles and mechanical equipment, electrical current, working at above ground heights using ladders, lifts or other elevating devices, and direct contact with chemicals.

Knowledge, Skills and Abilities:

Knowledge of

- Use, transport, assembly and safe operation of facility equipment.
- OSHA specifications of equipment operation including some or all of, but not limited to, the following: table and chair racks, stage pieces, vacuums, scrubbers and hand-trucks.
- Organizational policies, procedures and strategies to realize effective and safe operations.
- Customer and guest service principles, industry best practices and quality standards in order to provide outstanding customer and guest service.

Skilled at

- Actively listening – giving full attention to what is being said, understanding points being made and asking questions for clarification.
- Critical thinking – using logic and reasoning to identify alternative approaches and determine effective solutions.

Ability to

- Understand spoken and written English language.
- Communicate effectively – convey clear and concise messages verbally, including by two-way radio and possibly by phone.
- Apply general guidelines or directives to specific scenarios or challenges to produce sound results or solutions.
- Conduct self in a professional and composed manner.
- Comprehend, assess, and respond effectively to oral, written and non-verbal communication.
- Function effectively in moderate to high-pressure situations.
- Exert necessary muscle force to lift, push, pull, carry or otherwise move objects.
- Use abdominal and lower back muscles to support one’s body repeatedly and continuously during a shift without fatigue.
- Bend, stretch, twist, reach and otherwise move to perform assigned duties.
- Operate equipment safely, including some or all of, but not limited to, the following: table and chair racks, stage pieces, vacuums, scrubbers and hand-trucks, without causing damage.
- Work collectively as a team member and take initiative to complete tasks working
individually.

**Education and Experience:**
Education yielding the ability to perform essential functions and to yield and apply the noted knowledge, skills and abilities; high school diploma or equivalent is preferred.

**Additional Requirements:**
Applicants of and employees filling this position may be required to submit to a drug screening test and background check.

**Application Process:**
Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Brian Stapleton, Operations Manager
Kentucky International Convention Center
brian.stapleton@kyvenues.com

The subject line of the email shall state “Operations Worker Vacancy”.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN Status. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*