# JOB DESCRIPTION C:\Users\kdern\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\N7Y6P045\SMGLOGO (4).png

**DEPARTMENT**: OPERATIONS

**JOB TITLE**: PUBLIC SPACE ATTENDANT

**REPORTS TO**: OPERATIONS MANAGER/SUPERVISOR

**FLSA**: HOURLY/NON EXEMPT

#### POSITION SUMMARY

Maintain the physical Cleanliness of the Branson Convention Center to ensure the total comfort of the guest.

#### MAJOR RESPONSIBILITIES

* Cleans and sanitizes the public restrooms including sinks, toilets and floors.
* Sweeps, vacuums, scrubs, waxes, and polishes public areas.
* Vacuums rugs, carpets, upholstered furniture in the public areas and offices.
* Dust furniture, wash walls, ceiling, woodwork, windows, door panels, and sills.
* Empties wastebaskets, recycle bins and cleans ashtrays in public areas.
* Replenishes restroom amenities.
* Must be a Team Player and be able to communicate effectively with all departments.
* Arrives at work in a timely fashion in accordance with the posted schedule.

#### WORKING CONDITIONS

* While performing the duties of this job, the employee is required to walk extensively.
* Ability to lift in excess of 30 pounds and must be able to sit, stoop, kneel, crouch.
* This position requires work inside and outside of the building, parking lots included and some exposure to adverse conditions.
* Knowledge of occupational hazards and applicable safety practices. Ability to safely use cleaning products and safely operate cleaning equipment.
* Must be able to understand and follow oral and written instructions.
* Ability to demonstrate excellence in everything, and continually seek improvement in results.

**QUALIFICATIONS**

* High School diploma/GED required
* Ability to work with limited supervision.
* Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.
* Must have a professional attitude and appearance.

**MUST BE 18+ YEARS OLD TO APPLY**

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| This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. SMG reserves the right to change or modify all job descriptions as needed. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. |

**TO APPLY**

Please send Completed SMG/Branson Convention Center Application and Desired Salary to the attention of the Human Resources Department.

SMG/Branson Convention Center

PO Box 309

Branson, MO 65616

Attention: Tracye Obenchain

Fax# (417) 243-7199

Email: [HRmanager@bransoncc.com](mailto:HR@bransoncc.com)

**SMG is an Equal Opportunity/Affirmative Action Employer, and encourage Women, Minorities, Individuals with Disabilities, and protected Veterans to apply, VEVRAA Federal Contactor.**