

# Shocco Springs Baptist Conference Center, Inc.

## Event Services Part Time Assistant (On-Campus Driver)

Event Services Team

Reports to Event Services Coordinator

### Job Summary

The general responsibility of the Event Services worker will be to anticipate and meet the ever-changing facility and equipment needs of the guests and to assist in maintaining the conference facilities in a state of readiness and excellent condition at all times.

### Summary of Essential Job Functions

- Insure that all arrangements for conferences are met according to guests' requests, i.e., room setups, some audiovisual equipment, etc.
- Insure that conference facilities provided by SSBCC are in ready condition, i.e., physical elements such as walls, heating/cooling, bulletin and chalkboards, carpet condition, tables, chairs, etc.
- As needs arise, assist departments that experience unanticipated problems, staffing shortages, etc. On these occasions, work schedules may be altered.
- Always make guest needs and convenience your number one priority.
- Practice and promote energy conservation.
- Accept miscellaneous assignments as agreed upon with supervisor.

### Job Requirements

#### Spiritual

- In all aspects of personal, professional and spiritual life, exemplify Christ-like standards.

#### Job Related

- Ability to organize, manage multiple tasks and details, and perform assigned duties in a pleasant and competent manner.
- Ability to communicate (auditory, verbal and written) adeptly with guests, program personnel and employees.

#### Physical

- Physical ability to work up to 30 hours per week moving conference furniture and equipment.
- Physical ability or strength to lift, carry, and load onto a 5' high platform chairs, tables, and equipment etc., weighing up to 80 lbs.
- Ability to drive a company vehicle.
- Abstain from use of tobacco products, alcoholic beverages, and controlled substances.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### At-Will Employment Statement

Employment and compensation are at-will, and therefore can be terminated, with or without cause, at any time without prior notice at the employee's option or SSBCC's option. This at-will relationship may not be modified by any oral or implied agreement, and that neither employee handbook, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.