



Employer: Fayetteville Advertising and Promotion Commission
Unit: Fayetteville Town Center
Position Title: Facilities Coordinator
Classification: Full-time, hourly, non-exempt
Reports to: Facility Manager
Posting Date: December 27, 2018

Qualified Applicants should submit a resume and cover letter to jcheshier@twncenter.com

Job Summary

The Facilities Coordinator is responsible for the setup and striking of events based on the needs and requirements of the client, light maintenance, and the overall cleanliness of the facility. Ideal applicant must have a keen eye for detail, provide outstanding customer service, and be an enthusiastic team member that will provide an excellent guest experience. Employee hours will vary weekly as determined by event management calendar; applicant must be willing to work evenings and weekends.

Essential Duties and Responsibilities

- Work closely with the Facility Manager to identify and document needed repairs or additions to building operating systems including, but not limited to:
 - Replacing lights
 - Installing mounted equipment and fixtures
 - Wall patching and painting
- Organize and maintain inventory of equipment
- Assist in building security. Ability to explain security and trash removal procedures to clients
- Perform occasional janitorial duties including, but not limited to:
 - Clean and sanitize sinks, counters, and restroom fixtures including toilet bowls, toilet seats and urinals.
 - Clean or polish windows, building fixtures, walls and ceilings
- Event Support
 - Oversee and participate in room set up to ensure room reflects schematic
 - Assist Event Team in custodial coverage for events
 - Oversee and participate in the striking of the event and clearing the venue efficiently
 - Assist with events as needed.
- Effectively communicate with other staff, vendors, the public, and facility clients both verbally and in writing
- Other duties as assigned

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must frequently stand for long periods, walk, talk, and hear. Use hand to handle objects and reach with hands and arms. Specific vision abilities required by this job include close and color vision. The employee is occasionally required to lift more than 50 pounds.

Job Specifications

Education: Completed high school; trade school degree preferred

Experience: Experience with event setup and facility maintenance preferred

Skills: Must possess organizational skills with ability to prioritize and multi-task; ability to deal with all levels of personnel in a courteous and efficient manner and exercise discretion on confidential matters; establish and maintain effective working relationships with those contacted in the course of work and be a self-starter.

Job Context: indoor/outdoor.

\$11-\$13 /per hour