Urban Ventures Leadership Foundation
Job Description

Job Title: Event Staff
Job Status: Regular, Part-Time
Job Classification: Non-Exempt/Hourly
Reports to: General Manager
Department: Shared Services
Effective Date: December 2017

Working Hours: Evenings and weekends as needed for events.

Major Responsibility:
Perform custodial/janitorial duties as needed in supporting the facilities of Urban Ventures Leadership Foundation (UVLS) and Cristo Rey Jesuit High School (CRJHS.) Facilities are located in South Minneapolis.

Specific Responsibilities:
- Custodial/janitorial tasks to include: cleaning and restocking supplies
- General buildings and grounds activities, snow removal and shoveling, lawn maintenance
- Event set-up/take-down: tables, chairs, etc.
- Ensure adherence to rental agreements: no food/drink in unauthorized spaces, proper footwear for players, etc.
- Other duties as assigned

Qualifications:
- High school diploma or GED
- Physical ability for cleaning and operating cleaning equipment, plus occasional snow removal on sidewalks as necessary
- Mechanical aptitude for operating and troubleshooting cleaning equipment, etc.
- Lifting and loading ability, weight to vary, 50 – 100 lbs
- Ability to work independently with minimal supervision
- Self-motivated
- Work well as part of a team
- Able to align with and articulate the missions and values of UVLS and CRJHS.