

Position Title: **Building Night Attendant - Temporary/Part-Time**

Reports To: **Assigned Building Superintendent**

Pay Rate: **\$9.00/hour**

General Purpose:

The Building Night Attendant is responsible for ensuring the cleanliness, security, and organization of the assigned building during the night shift. This role requires attention to detail and a commitment to maintaining a high standard of cleanliness and safety. The position involves working independently during the overnight hours and performing a variety of custodial tasks.

Job Responsibilities:

- Secure the building by locking side doors five minutes before closing and monitoring the main (glass) doors until all guests and staff have left. Lock the entire building and remain on-site until 8 am.
- Perform custodial duties including emptying trash receptacles, vacuuming carpets throughout the building, sweeping the employee kitchen, office, and bathroom areas, and cleaning glass surfaces on exhibit cases and doors.
- Adhere to all fair safety protocols and immediately report any safety concerns.
- Comply with the fair's dress code policy.
- Report to work on time and maintain regular attendance.
- Review timecard regularly and report errors to supervisor immediately.

Skills Needed:

- Ability to notice and address cleaning and maintenance needs, ensuring all tasks are completed thoroughly and to a high standard.
- Capability to work effectively independently during the night shift, managing tasks without direct supervision and handling emergencies calmly and effectively.
- Strength and endurance to perform physical tasks such as lifting, vacuuming, and sweeping throughout the shift.
- Efficiently manage time to complete all assigned tasks within the overnight shift while maintaining a focus on safety and security.
- Knowledge of cleaning techniques and equipment to perform custodial duties effectively, including vacuuming, sweeping, and glass cleaning.
- Understanding of security protocols to ensure the building is secure and to identify and address any safety concerns.
- Ability to communicate effectively, particularly in reporting safety issues or concerns and in adhering to instructions from the assigned building superintendent.

Physical Requirements and Working Conditions:

- **Physical Activities:** The role involves climbing, stooping, kneeling, reaching, standing, walking, pushing, pulling, and lifting up to 50 pounds. Requires agility, coordination, and strength.
- **Physical Requirements:** Medium work level, requiring exertion of up to 50 pounds occasionally, 30 pounds frequently, and 10 pounds constantly. The job involves standing and moving around for extended periods.
- **Visual Requirements:** Requires visual acuity to ensure accuracy in cleaning and maintaining the exhibition space.
- **Working Conditions:** The role is performed indoors in the assigned building with no substantial exposure to adverse environmental conditions.

Tentative Work Schedule:

Pre-Fair: 5:00 pm – 8:00 am

During Fair: 8:45 pm to 8:00 am

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

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