

City of Los Angeles

Los Angeles Convention Center Department

Event Set-up or Event Cleaning Divisions

PART-TIME EVENT ATTENDANT II (0717-2)

DESCRIPTION:

Employees in this class are on an as needed basis. They serve as supplemental workers to setup and remove furniture and equipment as well as a clean up during events at the Los Angeles Convention Center. Hours are not to exceed 1040 per calendar year and there is no minimum guarantee number of hours per week.

GENERAL REQUIREMENT:

1. Must be at least 18 years of age.
2. Must provide a *valid* California Driver's License or I.D. Card prior to appointment.
3. Proof of identity and a legal right to work in the United States is required prior to appointment.
4. All appointments are subject to a medical examination administered by a City of L.A. Physician and a background check.

PHYSICAL REQUIREMENTS:

1. Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds.
2. Back strength and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in activities such as reaching and feeling.
3. Good eyesight.

QUALIFICATIONS:

1. A general knowledge of safety practices applicable to setting up and removing events.
2. The ability to perform sustained physical work.
3. The ability to operate equipment used in setting up and moving events.
4. The ability to operate custodial equipment.
5. The ability to understand oral and written directions.

EXAMPLES OF DUTIES:

1. Under close supervision, sets up and removes equipment, furniture and related structures, including staging, scaffolding, portable dance floors, temporary carpeting, portable ticket booths, turnstiles, ticket cans, chair risers, and moveable walls for events.
2. Cleans show areas when events are moving in or out, and daily before a show opens.
3. Cleans and maintains meeting rooms, the exhibit hall floor, and restrooms during events.
4. May occasionally make minor repairs to meeting room equipment.