

# The Loading Dock Event Reset & Cleaning Staff (Night Shift)

**Position Type:** Part-time, as-needed

**Start Date:** April / May 2026

**Location:** The Loading Dock Event Space

**Reports to:** Business Manager



## Overview

The Event Reset & Cleaning Staff is responsible for restoring the event space after events and preparing it for the next day's use. This role is essential to maintaining a clean, professional, and functional venue.

## Key Responsibilities

- Break down event setups including tables, chairs, staging, and décor
- Reset rooms according to provided floor plans for upcoming events
- Move and stack heavy tables and chairs safely
- Vacuum carpets, sweep and mop floors
- Clean restrooms, bar areas, and common spaces
- Remove trash and recycling
- Report damages or maintenance issues

## Qualifications

- Ability to lift and move heavy furniture (up to 50 lbs)
- Comfortable with physical labor and able to stand and walk for several hours at a time
- Detail-oriented and self-motivated
- Ability to work late nights
- Reliable transportation

## **Scheduling & Pay**

- Night shifts following events (primarily weekends)
- Hours vary depending on event size
- Scheduled in advance when possible
- \$20/hr