



MONROE COUNTY, GEORGIA EMPLOYMENT OPPORTUNITY

EVENT ATTENDANT

Monroe County Conference Center

HOURLY RATE
\$15.71 PER HOUR

DEPARTMENT / STATUS
Conference Center | Part-Time

POSITION SUMMARY

The Event Attendant supports events at the Monroe County Conference Center and helps maintain clean, organized, and welcoming facilities for clients and visitors.

KEY RESPONSIBILITIES

- Assist with event setup and preparation of Conference Center facilities.
- Unlock and secure facilities before and after events.
- Install, wash, dry, and iron table linens as needed.
- Clean glass, restrooms, furniture, kitchen areas, and other facilities.
- Vacuum carpets and empty waste receptacles.
- Report maintenance needs to appropriate personnel.
- Provide courteous service to clients and perform related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of custodial cleaning practices, equipment, and laundry procedures.
- Knowledge of customer service principles and practices.
- Decision-making, problem-solving, and interpersonal skills.
- Effective oral and written communication skills.

HOW TO APPLY

Applications may be downloaded at www.Monroecoga.org under "Departments," "Human Resources," and "Employment Applications," or may be picked up at the Monroe County Commission Office, 38 West Main Street, Monday–Friday, 8:00 a.m. – 5:00 p.m.

Completed applications must be submitted:

- In person to the Monroe County Administration Office, or
- By email to the Human Resources Department at jabbott@monroecoga.org

Application Deadline: Applications will be accepted until position is filled.

Monroe County is an equal opportunity employer and a Drug Free Workplace