



**Position Announcement:**  
**Greenville, South Carolina**



**POSITION:**            **Lead Setup**  
**DEPARTMENT:**    **Operations**  
**REPORTS TO:**       **Operations Manger**  
**FLSA STATUS:**     **Non-Exempt**

## **SUMMARY**

This is a hands-on position responsible for moving equipment for setup purposes of the Conference Center and Exhibit Halls in accordance with established guidelines and procedures. Secondary responsibilities include assisting the custodial department in general cleaning of the facility.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Move tables, chairs and various equipment to designated areas according to diagrams, verbal instructions and event needs.
- Direct the work activities of temporary and part-time setup/custodial staff as required.
- Assist in maintaining inventory of linen.
- Assist in identifying equipment and structural items in need of repair.
- Responsible for proper storage of supplies and equipment.
- Responsible for water coolers for events as directed.
- Assist the custodial department as needed.
- Follow all safety rules and regulations.
- Report any unsafe or hazardous conditions to supervisor immediately.
- Perform other duties as assigned by the Operations Manager.
- Use various mechanical equipment such as vacuum cleaners, floor scrubbers, high speed buffers, carpet cleaners, etc.

## **QUALIFICATIONS**

- Knowledge of various cleaning compounds necessary to the position.
- Ability to lift 50 lbs without mechanical assistance.
- Ability to comprehend and follow written and verbal instructions.
- Ability to lead a work crew to completion of assignments.

## **EDUCATION AND WORK EXPERIENCE**

- High school diploma or equivalent.
- One year of experience in room setup, warehousing or related field preferred.
- Supervisory experience preferred.

## **PHYSICAL DEMANDS**

- Daily lifting up to 50 lbs. Daily carrying up to 40 lbs. for up to 5 mins.
- Constant standing, walking, bending, stooping. Constant reaching, moving furniture and equipment.

## **WORKING ENVIRONMENT/CONDITIONS**

- Office/warehouse environment.
- Some exposure to chemicals used for cleaning.

## **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Minimum of 40 hours per week.
- May require irregular hours including nights, weekends, and/or holidays, as determined by event schedule.

### **TO APPLY:**

If you meet the minimum qualifications listed above and are interested in this position, please apply at:

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000489057606#/#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000489057606#/)

### **Recruiter:**

David Wilson  
SMG – Greenville Convention Center  
One Exposition Drive, Greenville, SC 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.