

## JOB DESCRIPTION

<b>Title:</b>	<b><u>Conversion Crew Labourer</u></b>
<b>Company:</b>	Global Spectrum Facility Management
<b>Location:</b>	WFCU Centre (Windsor, ON)
<b>Department:</b>	Operations
<b>Reports To:</b>	Conversion Crew Supervisor, Event and Operations Manager
<b>Supervises:</b>	No
<b>Status:</b>	Part-time; Hourly; Nonexempt
<b>EEO:</b>	Service Worker

### Overview:

Our conversion crew is the nuts and bolts of our operations team, making sure our events can go off without a hitch. The conversion crew is the team that makes sure all equipment is setup in the venue, and that all safety precautions are put in place during the setup so our guests are safe in their seats while they enjoy their performance.

### Basic Function:

- Perform general labour as assigned
- Primary duties include building conversion for various events
- Setup and breakdown of chairs, tables, other event seating, ice rink, stages, etc.
- Perform other duties as assigned

### Qualifications:

- Ability to work flexible schedule based on events, including nights, weekends and holidays as needed
- Ability to follow basic instruction and direction
- Ability to perform general labour; heavy lifting is required

### Nonessential Job Functions:

- Perform other duties and responsibilities as assigned by your supervisor.

### Intellectual/Social/Physical Demands and Work Environment:

- The intellectual/social/physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Intellectual/Social Demands:

- While performing the essential duties of this job, the employee is continuously asked to multi-task under time limits. Position requires constant attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Employees in this role will constantly be in leadership role; this requires directing others either verbally or in writing to complete tasks in prescribed time frame. This position also requires constant use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally with clients.

### Physical Demands:

- While performing the essential functions of the job, the employee constantly moves about/around the complex before/during/after events to observe and report, and provide superior service to guests; constantly communicates with others to exchange accurate information and provide customer service.

**Work environment:**

- The essential functions of this position are performed indoors and outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud to during events and minimal during non-events.

EOE