



## Environmental Services Worker Kentucky International Convention Center

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Salary: Commensurate with experience  
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

#### **Position Description:**

This is a non-merit, non-exempt position that will serve the Kentucky International Convention Center to perform housekeeping duties including cleaning floors, windows, restrooms, common areas and leasable space and maintaining facility trash receptacles. This position works primarily in common facility spaces, constantly exposed to guests and must demonstrate a reputable work ethic and a pleasant and professional demeanor, available to interact with guests to address general and directional questions about the facility. The Environmental Services Worker will most often work within a team, directly report to the Environmental Services Supervisor and will often interact directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

**Essential Functions:**

- Perform housekeeping duties including, but not limited to, dusting, sweeping, vacuuming, mopping, cleaning restrooms, including sinks and toilets, trash removal, carpet extraction, and glass cleaning
- Replenish restrooms, office spaces and common facility spaces with paper towels, soap, toilet paper and other relative inventory.
- Maintain housekeeping records accordingly.
- Detect necessary maintenance repairs and report accordingly.
- Communicate effectively on a daily basis with coworkers and supervisors via two-way radio throughout scheduled shifts.
- Work effectively with coworkers and supervisors to complete assignments efficiently.
- Provide exceptional customer service to internal customers (coworkers, supervisors and event managers), clients and guests.
- Maintain a professional appearance including clean and maintained uniforms and other attire and a pleasant and professional demeanor at all times during scheduled shifts.
- Participate in business, facility and event operations including moving loads of up to 75 lbs. as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in office settings with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

**Qualifications:**

- Previous housekeeping experience.
- Knowledge of housekeeping supplies, equipment and chemicals.
- Knowledge of housekeeping procedures and best practices.
- Ability to prioritize work tasks and responsibilities.
- Ability to effectively communicate and work collaboratively with coworkers and supervisors.
- Ability to effectively receive direction.
- Ability to move up to 75 lbs., with or without assistance.
- Ability to function and work effectively within stressful situations and environments.
- Ability to maintain awareness and apply compliance of Federal, State and local rules, regulations, policies and organizational best practices.
- Ability to analyze problems, identify solutions, project possible outcomes and implement most effective solution.
- Ability to maintain confidentiality.

**Minimum Requirements:****Education:**

- High school diploma or equivalent is preferred.

**Experience:**

- At least one year of housekeeping experience for a major event or entertainment facility is preferred.

**Additional Requirements:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**Application Process:**

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

[paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

The subject line of the email shall state “KICC Environmental Services Worker”.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*