

# HUMAN RESOURCES

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MARK R. JOHNSON  
Mayor

## CITY OF COVINGTON

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### Part Time Facilities Assistant

Position #: 406  
Work Location: City Hall  
Reports To: Facilities Director  
Rate of Pay: \$15.00 per hour  
Days of work: Flexible  
Part Time, Non-Exempt position. This position is a MAXIMUM of 29 hours per week

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#### City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers, and vendors
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and customers.

#### General Job Description:

Responsible for booking venues, following up on pre and post events, and scheduling.

#### Essential Functions:

- Maintain the venue calendar
- Book new parties and events
- Collect payments, manage deposits and refunds
- Coordinate with customer and staff on details

#### Qualifications:

- Event planning and Hospitality experience preferred
- Basic verbal and communication skills
- Organized and efficient

#### Physical Requirements (With or without accommodation):

- Ability to move tables and chairs for events
- Ability to reach overhead, in front, and downward

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.**