



PART-TIME/CASUAL UNIFORM ATTENDANT

MECA is currently looking for a part-time Uniform Attendant to provide assistance with inventory, upkeep and distribution of uniforms for event and concessions staff at CenturyLink Center Omaha and TD Ameritrade Park Omaha. This is a part-time, casual position and you must be able to work varying, flexible hours including days, evenings and weekends, depending on our event needs.

MECA is a 501(c)(3) non-profit organization that manages CenturyLink Omaha Convention Center and Arena and TD Ameritrade Park. We offer an exciting and ever-changing work environment with a focus on providing an excellent guest experience. If you are a team player who enjoys a fast-paced, challenging workplace and have the ability to meet deadlines and prioritize, we invite you to apply. For more information about us, please visit www.omahameca.com.

Job Summary:

- Assist with inventory, distribution and cleaning and repair of event staff and concessions staff uniforms and linens at all MECA- managed facilities.

All Event Services Staff are required to:

- Be familiar with the layouts of MECA-managed facilities.
- Be able to direct guests to their desired location(s).
- Be familiar with all facility policies and procedures.
- Assist all Team Members in ensuring safety, enforcing facility policies and procedures, maintaining order, and providing the best guest experience possible.
- Be available to work on an intermittent basis according to the business needs at each MECA-managed facility.

Responsibilities:

- Assist with inventory of all uniforms issued by MECA/Levy.
- Maintain updated records of all uniforms issued by MECA /Levy.
- Distribute and organize uniforms.
- Assist with ordering and maintain supplies.
- Assist with laundering and steaming uniforms and linens.
- Notify maintenance staff of equipment issues.
- Request PO and notify management when uniforms will need to be dry cleaned.
- Assist other team members as needed or assigned in other areas or departments.
- Other duties may be assigned.

Additional Qualifications:

- Must have basic computer skills, including Microsoft Outlook, Excel, & Word
- Knowledge of fabrics, zippers, velcro, buttons, linens, etc.
- Knowledge of how to use sewing machine, iron, steamer and other equipment necessary to perform job related functions.
- Must display a positive attitude, eagerness to learn, and professional image in compliance with the MECA guidelines.
- Must have the ability to safeguard confidential information.
- Must be innovative and be self-motivated to complete tasks.
- Must have strong interpersonal skills and provide excellent customer service.
- Must be available to work a varied schedule including nights, weekends, and holidays. Shifts may be split or extended, dependent on the event involved.

Language Skills:

- Ability to read and comprehend simple instructions, short correspondence and memos in English.
- Ability to listen effectively, take and execute directions as given.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to guests, clients, and other team members of the organization.

Working Conditions:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry 25 lbs.
- While performing the duties of this job, the team member is regularly required to stand for long periods of time.
- Must be able to focus on the details while working in a fast- paced environment.
- Must be able to work in loud environments.
- Visual and audio acuity are required for solving issues.
- Incumbent is required to have sufficient hearing ability to perceive information at normal spoken work levels.

If interested, please email us at employment@omahameca.com and include your contact information.