



Job Description

Position Title: Arrangements Assistant Manager

Effective: 6/1/2024

Reports to: Arrangements Manager

Status: Full-time; Hourly; Non-exempt

Essential Functions

To give attention to meeting space setup and cleanliness. Meeting space setup may include tables, chairs, and, as needed, AV equipment. Arrangements team members ensure that meeting space setups meet the group's needs and provide an excellent experience for all conference center guests.

Essential Duties

The essential duties are as follows:

- Carrying and lifting tables and chairs
- Assembling meeting spaces according to written instructions and/or diagrams
- General cleaning of meeting spaces including removing trash, sweeping, dusting, and mopping
- Collecting trash from picnic areas and contributing to a safe, clean, environment throughout the conference center facilities and grounds
- Deliver refreshments/meals to guest groups in meeting spaces. Remove old refreshment breaks and breaking down setups in a timely manner
- Assist with greeting guest group leaders upon arrival
- Assist with guest room, guest requested meeting space needs, and late requests
- Familiarity with AV and computer equipment is a plus
- Work in conjunction with the Arrangements Manager, Event Services Manager, and Guest Services Manager to meet customer needs
- In the absence of the Arrangements Manager, support the work of the department
- Other duties as assigned

Requirements

- Able to carry 50-70 pounds (tables and chairs) repeatedly during the course of a day
- Able to walk long distances during the course of a day
- Valid driver's license with a good driving record (CDL license not required)
- Must be able to drive a 15-passenger van
- Able to pass a background check and random drug test
- Must be able to work well with the public
- Must work well with a team as well as being self-motivated and able to work independently

Schedule Requirements

Specific hours of shifts to be determined by the Arrangements Manager, including weekends and holidays, as needed.

Competencies

- Ability to communicate effectively
- Detail oriented
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Ability to use critical thinking and resources to solve problems
- Ability to problem solve and work well under pressure
- Ability to maintain a positive attitude and provide superior customer service

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____