



Job Description

Position Title: Part-time Hotel Arrangements, flex AV support staff

Effective: 7/29/2021

Reports to: Arrangements Supervisor

Status: Hourly/ Non-Exempt or Salary/ Exempt; Part-time or Full-time

Essential Functions: To give attention to meeting space setup and cleanliness. Meeting space setup may include tables, chairs, and as needed, AV equipment. To greet guests, ensure their meeting space meets their needs, and to work to provide an excellent experience for all conference center guests.

Essential Duties:

The essential duties are as follows:

- Carrying & lifting tables and chairs.
- Assembling meeting spaces according to written instructions and/or diagrams.
- General cleaning of meeting spaces including but not limited to removing trash, sweeping, dusting, and mopping.
- Collecting trash from picnic areas and contributing a safe, clean, environment throughout the conference center.
- Delivering refreshments/meals to guest groups in meeting spaces. Removing old refreshment breaks and breaking down setups in a timely manner.
- Deliver and set up AV equipment to guests under the guidance of the Production Manager
- Assist with greeting guest group leaders upon arrival.
- Demo AV equipment to group leaders if requested by the Production Manager
- Assist with guest room, guest requested meeting space needs, and late requests
- Must be willing to perform various guest service duties as needed.
- Other duties as assigned.

Requirements:

- Able to carry 50-70 lbs (tables & chairs) repeatedly during the course of a day.
- Able to walk long distances during the course of a day.
- Valid NC Driver's License with a good driving record.

- Must be able to drive a 15 passenger "church" type mini-bus.
- Able to pass an initial drug screen, subsequent random drug screens, and background check.
- Must be able to work well with the public, offering outrageous hospitality.
- Must work well with a team as well as being self-motivated and able to work independently.

Schedule Requirements

- Specific hours of Arrangements shifts to be determined by the Arrangements Supervisor and may include: Mornings (7am-3pm), Days (11am-7 pm), Nights (3pm - 11pm OR 5 PM 1 AM), Weekends, and Holidays as needed

Competencies:

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

We are an equal opportunity employer and a great place to work or volunteer. Please note that all candidates must display a genuine interest in and passion for the mission of Montreat Conference Center, and support its efforts in becoming an anti-racist, multicultural institution.

Employee Signature: _____Date:

Supervisor Signature:_____Date: