



Job Description

Position Title: Hotel Arrangements

Effective: 2/6/24

Reports to: Arrangements Supervisor

Status: Part-time; hourly

Essential Functions: To give attention to meeting space setup and cleanliness. Meeting space setup may include tables, chairs, and, as needed, AV equipment. Arrangements ensure that meeting space set-ups 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.
- Must be willing to perform various guest service duties as needed.
- Other duties as assigned.

Requirements:

- Able to carry 50-70 lb. (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 Supervisor and may include: mornings (7am-3pm); days (11am-7pm); nights (3pm-11pm OR 5pm-1am); 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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____