Position Title: Part-time Hotel Arrangements
Effective: 3/1/17
Reports to: Arrangements Supervisor

Status: Hourly, Non-Exempt

Essential Functions: To give attention to meeting space setup and cleanliness. 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, and mopping.
- Delivering refreshments/meals to guest groups in meeting spaces.
- 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 good driving record.
- Must be able to drive 15 passenger "church" type mini-bus.
- Able to pass 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
- 15-20 hours per week initially
- Primarily (but not limited to) nights (3pm - 11pm) and weekends
- Holidays
Competencies:
• Detail oriented
• Able to problem solve
• Can adapt well to change and last minute requests

Employee Signature: __________________________ Date:

Supervisor Signature: __________________________ Date: