

CASUAL

The Events General Service Employee is a key member of the Westerner Park Event Delivery Team and is responsible for the execution of setup event delivery for all events at Westerner Park. This position will have significant impact on how we deliver customer service to both our internal and external customers.

This role will be involved with the processes and procedures, set up of events, and promotion of an exceptional client experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Event Delivery Manager the Events General Service Employee is responsible for:

- Executing all staging of activities related to scheduled events
- Setting up and removing tables and chairs for each event
- Provide guest and client assistance
- Greet guests and respond to requests in a friendly and courteous manner
- Provided assistance to caterers as needed
- Once an event is complete, assist in resetting banquet room and/or facility according to client's specifications to ensure readiness of the room and/or facility for the following functions
- Agricultural events set up for horse shows, cattle shows and other animal related events including the set up of steel pens, horse stalls and cleaning of pens after the event
- The safe operation of forklifts and floor scrubbers
- Perform other job related duties as assigned
- Ensure general safety in and around the facilities during events
- Assist in managing on-site production and clean up for events as necessary

BEHAVIORAL COMPETENCIES

- Service and Quality orientation
- Time management and problem solving skills
- Accountability and dependability
- Excellent organization and communication skills
- Ability to work well under pressure

QUALIFICATION REQUIREMENTS

- Must be willing to work evenings and weekends
- Physical requirements, must to able to lift up to 50—75 lbs
- Basic computer knowledge
- Possess a valid Class 5 Driver's License

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- Excellent oral and written communication

AFFILIATIONS

Member of Westerner Employees Association

TO APPLY

Please email your Cover Letter and Resume, to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.