



Westerner Park

GENERAL SERVICE EMPLOYEE—EVENTS

PERMANENT FULL-TIME

Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

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 service to both our guests and clients. 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

The General Service Employee—Events will liaise with staff, clients and guests to provide Event Delivery support to match their needs and requirements.

Under the direction of the Event Delivery Manager the General Service Employee—Events is responsible for, but not limited to:

- 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



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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
- Excellent oral and written communication

AFFILIATIONS

Member of Westerner Employees Association

RATE

\$21.79 — \$24.70

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 and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Thank you for your interest with Westerner Park. We look forward to reviewing your application

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.