



Job Title: Auxiliary Staff – Event Operations

Tasks:

- Ensure that set up and break downs are done in a timely and efficient manner and that the banquet event order specifications for set up and arrangement are followed and completed properly.
- Maintain the organization, cleanliness and security of the Banquet storage area and general guest areas.
- Ensure that washrooms are tidy and there is an adequate supply of toilet paper, hand towels and soap.
- Enforce TCS rental policies.
- Ensure the safety and security of facility, furnishings, equipment, guests, and employees.
- Relay all pertinent information/issues to staff members as appropriate.
- Assist with resetting spaces after events/meetings
- Represent Tropicana Community Services in a courteous, efficient, and friendly manner in all customer and employee interactions
- Resolve customer complaints in a friendly and service oriented manner.
- Monitor and provide access control to renters and their guests
- Act upon all comments/complaints in a prompt and friendly manner.
- Perform other related duties as assigned

Note: Job duties are subject to change as needed.

Qualifications:

- Position requires heavy lifting up to 25 pounds on a regular basis.
- Must be detail oriented and have ability to read BEOs and follow instruction.
- Excellent customer service skills
- Ability to work with a minimum of supervision
- Cooperative spirit in working with peers, supervisors, clients, and guests

Work Hours:

Due to the nature of this position the hours differ. *Event Staff* must be available for late nights to clean up after events are over.

Remuneration:

\$15/hour based on timesheet submitted and approved.

To apply for this position email your application to jobs@tropicanacommunity.org