



EVENTS HOST/HOSTESS

Opening Date: November 29, 2016

Closing Date: Until Filled

JOB SUMMARY:

This is a part-time, non-benefitted position which will help organize and manage events at the Community Recreation Center.

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Ensure facilities will meet the needs of multiple projects;
- Supervise facility usage, operation, equipment maintenance, etc., under the direction of the Events Manager;
- Prepare and review event agendas and confirm that all services and necessary preparations are in order;
- Supervise, direct and coordinate the activities of personnel, subcontractors, and vendors as required to successfully execute the assigned events at the facility;
- Coordinate client service needs with catering and audio-visual concessionaires and other requested services;
- Acts as a liaison for the client or building user to insure successful execution of events;
- Develop and maintain effective relationships with service contractors and other suppliers of event services;
- Proactively executing flawless customer satisfaction;
- Assist recreation department with weekly cleaning responsibilities;
- Additional weekend on-call assignments;
- Other duties as assigned;

KNOWLEDGE, SKILLS AND ABILITIES:

- Outward thinking, FUN, team player
- Demonstrated timeliness and follow through on duties and assignments.
- Problem solving attitude and approach
- Positive work attitude: enthusiastic, confident, outgoing, helpful, committed.
- Highly effective in oral communications.
- Work effectively and positively with the public.
- High attention to detail and organization.

SALARY: Starting salary \$10.00/hour

SCHEDULE: 8-15 hours per week, varies depending on scheduled events (Mostly evenings, weekends)

Send completed City of Cedar Hills employment application, resume, and cover letter to: Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org. Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.