



THE WILLOWS AT ASHCOMBE MANSION

Overnight Venue Attendant- JOB DESCRIPTION

Position Type: Part Time

Work Week: Non-typical, Average 20-40

3rd Shift: APPROXIMATELY 10:00 pm - 8:00 am. May fluctuate based on specific event needs.

Reports To: Director of Events

The Overnight Venue Attendant will work hand in hand with the Event Services and Housekeeping Crew Technicians to preserve the good condition, historic value and functionality of the entire premises both indoors and out. Work schedule will vary according to operational needs and will include weekends and holidays. Physical requirements include walking, sitting, lifting, viewing a computer screen, and finger dexterity. This job regularly requires verbal communication of detailed information to others either by phone or in person. An Overnight Venue Attendant at The Willows at Ashcombe Mansion is a thorough professional with a practical mind and attention to detail and an approachable attitude. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines.

Key Job Responsibilities:

- Welcomes and acknowledges all guests according to company standards, anticipates and addresses guests service needs, assists individuals with disabilities, etc
- Ensures that the facility is safe. Performs routine checks/surveys of interior and exterior areas of the facility. Ensures that specific areas are locked and secured.
- Handle any onsite overnight incidents, and/or emergencies. Always responding to incidents and critical situations in a calm, problem solving manner.
- Monitor alarm systems and closed-circuit television system
- Set up and service functions as assigned. This includes considerable physical activity in transporting awkward and heavy materials such as staging, tables, chairs, dance floors, etc., from storage areas to event spaces.
- Clean, dust, polish, and vacuum all interior spaces. Includes operation of equipment such as dishwashers, vacuums, floor buffers, propane heaters, etc.
- Re-Stock beverage centers with glasses, bottled water, and coffee service items as needed.
- Keep property, interior and landscaping clean by inspecting property daily and removing trash and recycling to outdoor receptacles.
- Support facilities team by reporting any broken, defective, or missing equipment.
- Perform other duties as assigned