



## THE WILLOWS AT ASHCOMBE MANSION

### Venue Attendant- JOB DESCRIPTION

**Position Type:** Part Time

**Work Week:** Non-typical

**Shift:** Evenings & Weekends

**Reports To:** Director of Events

**The 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 evenings, weekends and holidays. Physical requirements include walking, sitting, lifting, viewing a computer screen, and finger dexterity. A 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:**

- Set up and service functions as assigned. Assist with post-event clean up and reset. 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.
- Participates as a team member for events
- Clean, dust, polish, and vacuum all interior event spaces including restrooms
- Operation of equipment (i.e. dishwashers, vacuums, floor buffers, propane heaters, etc.)
- Stock all beverage centers with clean glasses, bottled water, and coffee service items.
- Stock items needed for venue operations and guest services. Items include but are not limited to cleaning chemicals and supplies, trashbags, toilet paper, soaps, bag in the box sodas, etc.
- 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.