

Oak Brook Park District Job Description

Job Title: Event Attendant at Central Park West
Classification: Part Time, Non-Exempt
Department: Facilities

SUMMARY:

Event Attendants are an integral part of creating a positive experience for customers who participate within the rental services at the Oak Brook Park District. Event Attendants are expected to demonstrate professionalism, possess strong communication skills, as well as additional characteristic traits that reflect the Park District's core values.

SUPERVISORY:

The Event Attendant at Central Park West reports directly to the Facility Coordinator.

ESSENTIAL JOB DUTIES:

- Attendants are expected to arrive and have the facility set up prior to the listed time the renter(s) can enter the facility.
- Know and communicate all rental rules, policies and regulations to renters, hosts and attendees before beginning the party.
- Set up tables and chairs in facility as renter's layout plan states.
- Break down necessary items at end of all rentals.
- Event Attendant must present and conduct themselves in a professional manner at all times.
- Adhere to the Park District's uniform policy.
- Event Attendant should have an eye for detail, knack for customer service and act proactively in ensuring a great experience at Central Park West, including cleaning during the event.
- Able to respond to any situation that may arise, while understanding policies and boundaries.
- Event Attendant is expected to show clarity, professionalism and consistency in Park District reports, including but not limited to Accident/Incident reports, rental checklists and informing supervisor of safety and mechanical components needing attention.
- General cleaning of the facility is to be completed, before, during, and after the event.
- Knowledge of the Park District's Emergency Operations Plans and have the ability to respond appropriately during an accident in or around Central Park West.
- Report malfunction equipment or hazardous work conditions to supervisor immediately.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Other duties and task as assigned by Facility Coordinator and Superintendent of Facilities.
- Attend staff meetings as scheduled.

MARGINAL FUNCTIONS:

- Assist with daily maintenance as directed by the manager or those persons acting in authority.
- Aid in the opening and/or closing procedures of the facility.
- Perform other duties as assigned by management staff.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to deal with multiple situations at the same time that will increase stress levels.
- Ability to accept constrictive criticism and/or supervision
- Ability to be flexible and adaptable to different situations.
- Ability to maintain self-control and composure in difficult situations.
- Must possess ability to work independently
- Ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.
- Should be able to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff, volunteers and external customers.
- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job responsibilities.
- Employee must possess good problem solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Employee must be able to represent the Oak Brook Park District in a professional manner.
- Employee must have the ability to make judgments with respect to confidentiality of information.
- Employee must use good safety awareness and judgment in all aspects of this position.

PHYSICAL REQUIREMENTS:

- Bending, kneeling, and reaching items off shelving, in kitchen area and on deck.
- Strong voice
- Lift and move tables and chairs up to 50 lbs.
- Stand for sustained periods.
- Work independently
- Communicate with the public with both verbal and written skills.
- Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting.

HOURS:

Varied work hours, primarily involving nights and weekends.

EDUCATION, EXPERIENCE AND TRAINING:

- Must be at least 18 years of age
- Ability to understand and carry out directions.
- Current CPR/AED/First Aid certification required or training provided by the Park District

The Oak Brook Park District is an Equal Opportunity Employer