EVENTS SUPERVISOR

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| **Position Title:** |
| Event Supervisor |
| **Job Objective**: |
| To provide high quality customer service and professional event hospitality to all facility users. |

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| **Skills:** |
| * Excellent communication skills * High value for professionalism * Patience when dealing with perspective clients throughout the duration of their event * A positive attitude while working in a high pressure environment * Great organizational skills and a penchant to detail while multi-tasking * Stamina to carry out a shift to its completion while performing at your best * An understanding and desire to work as a team player |
| **Responsibilities:** |
| * Report to Assistant Manager * Provide customer service to facility users and ensure that their event needs are being met to the quality standards of the CETC * Health , safety and security procedures of the centre are implemented and maintained at all times * Coordinate setup of the event space , ensure audio/visual equipment is functioning and client is comfortable with its operation, lighting and cooling/heating systems are adjusted for comfort, refreshments and condiments are restocked as needed * Tables are bussed and clutter removed, dishes and glassware washed then stored appropriately * Floors are spot mopped and swept, keeping them clean of spills and debris * Clean up of kitchen, leaving space organized and tidy. Stock report to be filled out at end of shift. * Notify facility staff or take appropriate action if any fixtures, equipment and fittings require repairs or maintenance * Regular washroom, lobby and patio checks ensuring cleanliness and restocking of supplies * Positive communication throughout event with fellow workers, caterers, attendees and managers. Teamwork is a must * Communication form to be completed at the end of every shift * Proper security and lockup is carried out at the end of event * Attend staff meetings when required * Dress code to be followed |
| **Qualifications:** |
| * Experience in customer service and/or hospitality industry would be of benefit. |