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
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| **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
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| **Qualifications:** |
| * Experience in customer service and/or hospitality industry would be of benefit.
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