



# CONFERENCE SERVICES SET-UP CREW

## DEPARTMENT

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Conference Services - 6315

## QUALIFICATIONS

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- Able to bend and lift 50lbs, move furniture
- Ability to work independently with little supervision
- Experience in hospitality or customer service
- Can work weekdays, evenings and weekends
- High level communicator
- Flexible and adaptable—willing to accommodate sudden changes and last-minute needs
- Excellent at taking instructions and retaining information
- Visual thinker—understands simple floor plans
- Strong work ethic—ability to complete tasks, both large and small, with equal resolve and commitment to excellence
- Resume and application required

## DUTIES

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Work individually and on a team to ensure that all rooms are set-up for events in a timely manner; set-up tables, chairs, staging etc. according to client specifications. Move boxes, equipment, furniture in and out of storage as necessary. Perform minor custodial duties as needed. Provide excellent customer service to clients, and act as a representative of the University. Report any problems to supervisor.

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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As needed (approximately 5-10 hours/week)

## CONTACT

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