



CONFERENCE SERVICES SET-UP CREW

DEPARTMENT

Conference Services - 6315

QUALIFICATIONS

- Able to bend and lift 50 lbs and move furniture
- Ability to work independently with little supervision
- Experience in hospitality or customer service
- Available to work weekdays, evenings, and weekends
- High-level communicator
- Flexible and adaptable—willing to accommodate sudden changes and last-minute needs
- Visual thinker—able to understand 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

Work individually and on a team to ensure rooms are set-up for events in a timely manner; includes setting 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 necessary. Provide excellent customer service to clients, and act as a representative of Warner Pacific University. Assist with all Advancement Department events. Report any problems to supervisor.

COMPENSATION

Begins at Minimum Wage

HOURS

As needed (approximately 5-10 hours/week)

CONTACT

Mary Clayton
Alumni and Events Officer
503-517-1046
mrclayton@warnerpacific.edu