

Seasonal Events Worker

Part Time Seasonal Employee
Events Department
Non-Exempt Position
Salary: \$15.00 - \$17.00 per hour

General Description of Duties:

The Seasonal Events Worker position is responsible for a wide variety of semi-skilled and skilled tasks in the planning, coordination, and clean-up of Port event venue operations. The position works under the direction of the Events Manager. The position performs all event-related facility preparation from set up to execution to clean up for special event rentals including weddings, parties, community celebrations, and public events. This is a public-facing position with key responsibilities to ensure a high-quality experience for Port facility users.

Essential Duties:

- **Wedding & Community Events rental facility preparation:**
 - Assist with the setup and decoration of event spaces, including arranging tables, chairs, linens, and decorations according to event specifications and design plans.
 - Assist with Port Maintenance Department coordination for event preparations and clean up as directed by the Events Manager.
 - Provide warm and welcoming hospitality to wedding couples, guests, and vendors, ensuring their needs are met and any questions or concerns are addressed promptly and professionally.
 - Coordinate with wedding planners and coordinators to execute event timelines and ensure seamless transitions between ceremony, cocktail hour, and reception.
 - Assist with event breakdown and cleanup, including packing up decorations, clearing tables, and returning event spaces to their original condition.
 - Collaborate with other Port staff and vendors to ensure the smooth operation of events and provide support as needed.
 - Perform all take-down and clean up duties for each event, including taking down and storing chairs, tables, decorations and other equipment, garbage removal, lock up, and security deposit check list inspections.
 - Assure timely and punctual completion of all event set up and clean up tasks. Interactions with customers should be minimal, but always professional and courteous.
- **Facilities Maintenance:**
 - Janitorial service and cleaning of Port-owned restrooms, event rental facilities, and other areas as needed.

Non-Essential Duties:

- As assigned.

Supervision:

The Seasonal Events Worker works under the supervision of the Events Manager, who assigns day-to-day activities and provides performance reviews. New or unusual assignments or situations receive guidance from the Events Manager or Operations Manager. Guidance is communicated orally and/or in writing, and results are reviewed to ensure quality and completeness. Other duties assigned can vary related to projects or tasks as deemed necessary by the Port or supervisor.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualifications:

- **Education:** High school diploma or GED required.
- **Experience:** Minimum of one year prior relevant experience is required.
- **Approvals:** Must be bondable.
- **Certifications:** Possess and maintain a valid driver’s license with a good driving record.
- **Must pass pre-employment drug test, physical, and criminal background check.**

Required Knowledge, Skills, Abilities:

- Demonstrated ability to follow directions working independently and with minimal supervision.
- Must possess or be able to obtain and maintain a valid Driver’s License and any required certifications for the operation of job-related equipment and vehicles.
- Basic computer skills, ability to use mobile device apps as needed.
- Good interpersonal communication skills and a professional demeanor.

Physical Requirements and Working Conditions:

- Most work is performed out of doors in all weather conditions.
- Requires stamina and strength to perform physical labor on a regular basis.
- Requires frequent bending, crouching, kneeling, stooping, reaching, lifting.
- Requires frequent lifting and carrying objects weighing up to 60 pounds.
- Work involves irregular work hours, including evening and weekend work.
- Work will often require a split shift.

Relationship With Others:

The Season Events Worker has regular in-person contact with Port event rental customers, members of the public, employees of other departments, vendors, and other public agency staff to provide and exchange information. Contact typically involves providing and clarifying information, accepting customer requests and providing support, resolving discrepancies; enforcing compliance with rules and lease contract terms; and communicating Port policies and procedures. Communication may be both oral and written.

I acknowledge that I understand and agree to perform the duties and responsibilities of the Maintenance Worker I position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____