



Event Center Liaison

DEFINITION:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Event Center Liaison is responsible for representing the District during events at the North Tahoe Event Center, including assisting with setup and clean up and general building security during events.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate to general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is an entry-level classification. Position is initially under close supervision, and may progress to independent work as skill level, experience, and comfort increase. Work fits an established structure or pattern.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions on the job.

- Conduct set up and take down of rooms with food and beverage caterers and other Event Center employees.
- May occasionally assist other Event Center employees with alterations to event configuration to accommodate client requests and improvements to flow of event.
- Setting up stations: Setting up dish stations, including dish machines and sinks
- Secure building at end of events.
- Assist with event clean up.
- Maintain a presence at Event Center during events for guest assistance. Be the point of contact during events if issues arise.
- Emptying and maintaining trash cans throughout shift

- Maintaining cleanliness: Maintaining a clean kitchen, floors, and drains.
- Additional duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- Equivalent to completion of the twelfth (12th) grade.
- Age 18 or older.

KNOWLEDGE OF:

- Principles and practices of kitchen and food service.
- Basic first aid and CPR
- The District's service fee structure.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Perform a diverse range of tasks associated with events.
- Project a positive and professional demeanor.
- Work professionally and calmly with angry or difficult customers.
- Generate system reports and format for use by assigned department.
- Work flexible weekend, daytime and evening shifts, depending on scheduled events.
- Understand and follow oral and written instructions.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Dishwasher

Event Center Liaison

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is both a sedentary office classification with standing and walking between work areas required for events. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and will assist with moving furniture for events.

ENVIRONMENTAL CONDITIONS:

Employees work in a conference venue environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Schedule will include a mix of daytime and evening shifts with potential for late evening work hours, depending on scheduled events.