

## JOB DESCRIPTION

**POSITION TITLE:** Hospitality Facilitator

**FLSA STATUS:** Non -Exempt.

**DEPARTMENT/PROGRAM:** Hospitality Department Christ Cathedral

**REPORTS TO:** Director of Operations and Hospitality, Christ Cathedral Campus

**SUPERVISORY RESPONSIBILITY:** None

### **PRIMARY PURPOSE:**

The Hospitality Facilitator's role involves setting up and tearing down the equipment necessary to meet the needs of the events being reserved and scheduled on Christ Cathedral Campus and assist in event oversight. Must assure the timely set up in advance of events and teardown following completion. Events range from concerts; banquets; small group meetings; private parties and extensive public gatherings.

### **DUTIES:**

1. Provide set up for activities on campus are completed in a timely manner and per prescribed requirements.
2. Assure all furniture and audio visual equipment as ordered is set up and working properly
3. Assure Campus facility policy, standards & requirements are met
4. Assure effective hospitality and outreach is of the upmost professional standard.
5. Assist in event management including but not limited to: equipment set up, and occasional program oversight, which includes some evenings and weekends.
6. Ensure event contract obligations are met with required equipment
7. Assist in facilities reservations, catering services, set ups, and material preparation for events, meetings, workshops and classes.
8. Perform other duties as assigned by the Director of Hospitality.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- High school education
- Bi-lingual (Spanish) preferred
- Availability to work evenings, weekends.
- Experience in facility support role
- Experience driving light equipment
- Valid California driver license
- Ability to work fast on a job site under time pressure

**DESIRED:**

- Two to Five years working experience in a related position.
- Basic knowledge of PC and audio visual equipment

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Outside and Inside work locations
<b>Equipment Used:</b>	Basic computer equipment, some knowledge of audio equipment set up
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, bend and a majority of the time carry materials / tables chairs as needed weighing up to 50 lbs.

-