

JOB DESCRIPTION



Department	Athletics & Recreation/Concessions
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Event Host
Classification	Hourly/Non-exempt
Pay Range	\$12.00/hr. - \$15.00/hr. PT1215

Job Summary

The Event Host is a part-time, position in the Recreation Department and reports to the Athletics and Recreation Coordinator and with indirect supervision by the Member Services Coordinator. The primary purpose of this position is to assist with the daily operations of the concession stands and party rentals. Employees in this classification represent the RecPlex in a professional manner. The standard working hours for this year-round position include Saturday and Sunday during RecPlex operating hours.

Job Duties

- Welcome and assist party rentals to their party rooms.
- Act as point of contact for parties with questions or concerns the day of their scheduled event.
- Assist parties in arriving and leaving the party room based on daily schedule.
- Assist concessions operations with product restocking and food order preparation.
- Perform cash transactions at various Point of Sale locations.
- Accurately oversee and reconcile a daily cash drawer.
- Monitor staffing levels and needs during events.
- Operate and clean concession equipment.
- Must keep a clean, neat workspace, which includes disposing of trash and cleaning surface areas.
- Comply with food preparation guidelines including food cross-contamination and food storage procedures.
- Work with Athletics Coordinator and Member Services Coordinator to prepare for upcoming events.
- Participate in ongoing training provided by the Recreation Department Management and assist in the training of the concession staff.
- Assist in resolving customer complaints regarding food service and party rentals.
- Must assist in keeping concession staff informed of any additions or changes in the department.
- Knowledgeable of the Recreation Department emergency procedures and calmly and safely handle medical emergencies including providing first aid and CPR.
- Performs other duties and special assignments as directed within the scope of the Athletics & Recreation Department.

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- Work is performed near an ice arena & aquatics environment with exposure to cool & warm temperatures. The work requires long periods of attentiveness, standing, reaching, carrying, cleaning, visual monitoring, moderate lifting (15-50 lbs.), intensive public contact working with hot kitchen equipment, and exposure to stressful situations.

Requirements - educational, certifications and experience

- Must be at least 16 years of age.
- Cash handling & inventory control experience preferred.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.
- Hours will be set by the Athletics Coordinator and Membership and Services Coordinator with weekend work required.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

