

# **JOB** OPENING

## PEORIA ZOO & LUTHY BOTANICAL GARDEN

# **GUEST SERVICES ASSISTANT - RENTAL**

POSITION: PART TIME / PAY RATE: \$11.00 PER HOUR

### **RESPONSIBILITIES**

- Assisting in rental sales, including correspondence and on-site visits in addition to bridal show attendance.
- Assisting in the preparation and distribution of applicable marketing materials.
- Assisting in rental planning and set-up for assigned events.
- Assisting in rental oversight for assigned events, including help with alcohol service.
- As authorized, managing events in the absence of Sales & Events Coordinator. Assisting with special events and theme days as needed, as well as daily operation of concessions, as needed.
- Performing cashier and/or concession duties on an as needed basis.
- Assisting in the preparation of appropriate inventory, revenue, and expenditure reports.
- Working irregular shifts as needed, including weekends and holidays.
- Follow all safety procedures that pertain to the duties performed.
- Support all aspects of the Park District's safety program.
- Perform all other duties assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Degree in business, hospitality management or closely related field is preferred. Exceptional experience may substitute for part or all of the degree preference.
- Minimum of two years of experience in event management, sales and customer service. Experience in food service is preferred.
- Extensive customer service and organizational skills as well as computer experience.
- Ability to communicate effectively with team members and guests. Ability to work independently with minimal supervision.
- Required to hold BASSETT Training Certificate (must be obtained within 120 days of hire).

### **OTHER**

- Under the supervision of the Sales & Events Coordinator.
- Must have a valid class "D" Driver's License.

