Purpose: To outline the expectations for Event Set Up team

Scope: Event Set Up team

Policy OR Procedure

I. RESPONSIBILITIES:
   a. Supervise and/or conduct safe and appropriate equipment set-ups based on daily schedule and special event schedule
   b. Understand and accurately perform stage, chair, screen, floor covering, etc. set ups for special events
   c. Appropriately identify safety concerns for event set ups and correct potential issues/concerns
   d. Assist the Coordinator for Facility Operations with pre-event client meetings as needed
   e. Ensure each set up/event is conducted appropriately and accurately according to client needs/requests
   f. Provide excellent customer service to all patrons and clients
   g. Maintain accurate inventory and organized storage of all event supplies including tables, chairs, table skirts/cloths, stage, clips, etc.
   h. Identify event inventory needs and report directly to the Coordinator for Facility Operations
   i. Provide day of event support
   j. Welcome, greet and provide assistance to all Ramsey Student Center patrons by providing accurate information (scheduling, special events, programs, etc.)
   k. Ensure the safety of patrons at all times and provide first aid if necessary, maintain accurate knowledge of emergency action plans, and alert supervisory personnel in the event of an emergency
   l. Maintain constant surveillance of all Ramsey Student Center patrons and facilities
   m. Promote a culture of accountability by informing professional and facility staff of events that may require discipline “write ups” for further disciplinary action and follow up
   n. Perform functions of other employees in their absence or secure additional assistance
   o. Attend all in-service trainings and staff meetings

II. QUALIFICATIONS:
   a. Current American Red Cross certifications in First Aid/CPR/AED or ability to obtain certification upon hire
   b. Ability to work with others in a team-oriented environment
   c. Strong written and verbal communication skills
   d. Outstanding customer service skills
   e. Task oriented and goal driven
   f. Believe and demonstrate the mission and values of Recreational Sports in daily tasks

III. APPROXIMATE NUMBER OF STAFF:
   a. 5

IV. SUGGESTED PAY RATE:
   a. $8.00