



(KLM) Lodge Event Host

Village of Hinsdale Parks & Recreation Department

Contact Name: Michael Hayes

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Contact Phone: 630-335-6588

Closing Date:

Salary: \$16.50

Description:

Position Purpose

Serves as an onsite facility supervisor and customer service representative during scheduled events and tours.

Job Duties – Essential Functions

- Performs Lodge opening and closing duties.
- Provides exceptional and attentive customer service during events to ensure customers have a memorable event.
- Gathers feedback from customers on event operations.
- Responds to inquiries from potential customers. Provides Lodge tours as required. Answers questions regarding availability and operations.
- Conducts facility inspections to assure cleanliness, maintenance and safety. Reports all maintenance issues to supervisor.
- Performs light cleaning indoors or outdoors as needed.
- Assists with clerical / administrative duties for Parks and Recreation operations.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Reports all accidents and injuries according to established Village policy.

Position Requirements

- Education equivalent to a high school diploma required. At least one year of experience in a similar position required. Previous customer service experience is preferred.
- Flexibility to work regular nights, weekends and holidays as needed. Hours will range from less than 15 hours per week up to 19 hours per week, largely based on varied event seasons.

Safety Functions

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately. • Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Process

The selection process includes an application process, interview process, drug screening and background check. The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed. Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job 3 application. The Village is an EOE employer.

<https://cms4files.revize.com/hinsdaleil/KLM%20Event%20Host%20Job%20Description%20111423.pdf>