



Seasonal Worker - Private Events (arboretum - 2018)

Position Title: Seasonal Worker

Department: Private Events

Objective

Holden Forests & Gardens is recruiting for a seasonal Private Event Representative to assist the Private Event Coordinator with all private rental events.

Supervisor

- Private Event Coordinator
- Works with Event Specialist
- Works with volunteers

Work Location

- The Holden Arboretum – Kirtland, Ohio – less than 30 miles east of Cleveland.
- Encompassing more than 3,600 acres of cultivated gardens, woody plant collections and natural forested areas
- Holden Forests & Gardens is 12th largest public garden in the U.S. It is comprised of two campuses, Holden Arboretum and Cleveland Botanical Garden.

Responsibilities (include, but are not limited to)

- Special event set-up and tear-down (tents, tables, chairs, equipment and trash removal).
- Performing general housekeeping activities and maintaining the general cleanliness of facilities before, during and after events.
- Serving as Holden's representative/liaison for catering and other vendor needs while events are taking place.
- Providing prompt and courteous customer service.
- Bartending duties may be assigned on an as-needed basis.

Qualifications

- Attention to detail
- Self-motivated
- Strong customer service skills and experience working with the general public.
- Ability to effectively manage multiple tasks.
- Ability to take initiative, work independently, and perform effectively in a team environment.
- Catering and/or bartending experience is a plus.

Requirements

- Must pass a criminal background check and substance screening
- Valid Driver's License and acceptable driving record required to be covered on Holden Forests & Garden's vehicle insurance policy
- Speak, write and understand English

- Strong customer service skills and experience working with the general public

Physical Demands

Must be able to perform with or without reasonable accommodation:

- Standing and walking for extended periods of time.
- Walking and working on wet, uneven, slippery terrain.
- Kneeling, bending, stooping, grabbing, and reaching.
- Good vision and hearing.
- Hand and arm dexterity.
- Lifting and carrying up to 40 lbs.
- Perform strenuous physical activities when necessary for event set-up and tear down.

Work Environment

- Work indoors and out in a variety of weather conditions where there may be extreme variations in temperature, and the weather ranges from clear and sunny to windy and rainy.
- May through October (Flexible starting & ending dates)
- Days & Evenings (Thursday – Sunday), with flexibility to work other days as needed.
- Approximately 10-15 hours per week.

Wages:

- \$9.00 per hour
- Hourly
- Non-exempt

Apply

Review of applications will begin immediately and continue until the positions are filled.

Qualified applicants should submit a resume online:

<http://www.holdenarb.org/about/work-with-us/>

https://workforcenow.adp.com/jobs/apply/posting.html?client=tha&jobId=24071&lang=en_US&source=CC467726

This position will be employed through a staffing agency service.

Posting Date: January 2018

Holden Forests & Gardens (Holden Arboretum / Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country's foremost arboreta.