



## **Hospitality Attendant**

### **Position Summary:**

Dining room attendants will be present during lunch and/or dinner and will help to ensure the sponsor dining room is stocked with drinks and ice, bus tables, pull trash, and help maintain the cleanliness while sponsors are present.

### **Responsibilities:**

- Assist beverage attendant to ensure drinks are stocked and properly iced during lunch/dinner
- Set up and clean before guests arrival
- Clean up and bus tables as needed as sponsors finish lunch/dinner
- Assist caterer to ensure buffet line is stocked and clean
- Clean up dining room when lunch/dinner concludes
- Notify beverage attendant if drinks are needed in dining room or go get additional drinks if beverage attendant is unavailable.

### **Skills Needed:**

- Outgoing and courteous personality with the ability to interact with sponsors as they arrive in the sponsor dining room to eat lunch and/or dinner

### **Requirements:**

- Volunteers must be 16 years of age or older
- Must be able to stand for long periods of time
- Ability to lift up to 10 pounds
- Ability to bend over to pick up items
- Must be comfortable/willing to do the responsibilities listed above

### **Training:**

Volunteers will be trained at the beginning of their shift. Event staff will explain specific details for this position upon arrival.

### **Please Note:**

Event schedules and tasks vary based on event needs. While volunteers may sign up for a specific task, event staff reserve the right to reassign volunteer positions to fill event gaps.