

MEETING ROOM ATTENDANT (Part-Time) PUBLIC UTILITIES

GENERAL STATEMENT OF DUTIES

The Meeting Room Attendant is responsible for creating a sense of welcome and hospitality in the Caldwell County Meeting Rooms. This position provides customer service and responds to visitor inquiries regarding use of the Caldwell County Meeting Rooms. This position coordinates special events and activities with the general public and various agencies of Caldwell County Government and other local, state, and federal government agencies. The Meeting Room Attendant reports to the Public Utilities Director.

EXAMPLES OF DUTIES PERFORMED

This position is in constant contact with the public at the Caldwell County Meeting Rooms and is responsible for responding to in-person, online, and telephone visitor inquiries pertaining to meeting and events. Maintains visitor logs and records reservations for meeting rooms. Assists in setting up and breaking down tables and chairs in the meeting spaces. Maintains cleanliness of the meeting rooms. Coordinates special events and activities with Caldwell County Government and other local, state, and federal government agencies. Performs other duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills and Abilities

Strong customer service and communication skills. The ability to perform a variety of functions independently. The ability to work scheduled hours including weekends. The ability to organize and meet deadlines. Ability to work well with others and resolve conflicts

MINIMUM EDUCATION AND EXPERIENCE

Graduation from High School.