**TOWN OF ST. STEPHEN- EMPLOYMENT OPPORTUNITY**

***-Special Event Staff-***

The Special Event Staff is responsible for assisting the Town of St. Stephen Events Coordinator and/or their designate with the set-up, tear down, and execution of community events at various venues in St. Stephen. Applicants must be of legal age to serve alcohol in the Province of New Brunswick.

The following are the primary duties and responsibilities of the Special Event Staff and are intended to describe the nature of the work and the level of the work being performed, but may not be an exhaustive list of all duties and responsibilities of the position. Other duties may be assigned by the Community Services team as required.

* Assist regular staff with food service, cleaning, and upkeep of commercial kitchen/ Canteen.
* Must be able to lift a minimum of 50 pounds, unassisted.
* Must be able to stand for long periods of time.
* Will collaborate with Events Staff, Management, and maintenance to assist in the execution of events.
* Have a working knowledge of the Facility and Town to be able to answer client questions.
* Applicants will attend training sessions as scheduled.

**The preferred qualifications include:**

* Experience in hospitality, customer service, food and beverage preparation and service.
* Valid Safe Food Handlers Certificate considered an asset
* Criminal record check.
* Pro Serve/ Smart serve required for all staff 19+ after September 1st, 2021 as per GNB regulations.
* Able to maintain a professional image in a fast paced environment.
* Efficient organizational skills to accomplish the many facets of front of house service.
* Building strong relationships to provide a harmonious environment.
* Responsive and considerate of the customers’ needs.
* Ethical consideration in all duties.
* Have the ability to follow both written and verbal directions effectively.

**An emphasis will be given to individuals who have:**

* Great time management skills and the ability to work autonomously.
* Experience with large scale banquets and events.
* The ability to lift up to 50lb. (supplies, décor, tables, chairs, pushing carts, boxes, etc), and to remain on their feet for long periods of time.
* Ability to handle fast paced environment with many disruptions.

Please Note: Hours of work are flexed to meet operational needs, on a casual basis.

Shifts may include, but are not limited to, days, evenings and weekends, based on availability.

Please submit your cover letter, resume and three (3) references to:

The Town of St. Stephen

22 Budd Ave

St. Stephen, NB, E3L-1E9

Or by email to: events@chocolatetown.ca

Or fax to 506-466-7701

The Town of St. Stephen thanks all respondents; however only those selected for an interview will be contacted.