



## **MUNICIPAL DISTRICT OF ST. STEPHEN- EMPLOYMENT OPPORTUNITY**

### ***-Special Event Staff-***

Position: Special Event Staff (Casual, Non-Union)  
Location: Municipal District of St. Stephen  
Department: Community Services  
Reports to: Community Services Coordinator and/or designate

#### **Position Overview:**

The Special Event Staff plays an important role in supporting the Community Services team with the setup, tear-down, and execution of community events at various venues in St. Stephen. This position involves assisting with food and beverage service, event coordination, and maintaining a welcoming, professional atmosphere for guests and participants.

Applicants must be of legal age to serve alcohol in New Brunswick and must obtain their Responsible Beverage Service certificate from TIANB prior to beginning employment.

#### **Key Responsibilities**

- Assist regular staff with food service, cleaning, and general upkeep of commercial kitchens and canteens.
- Support with the setup, tear down, and logistics for community events.
- Collaborate with event staff, management, and maintenance teams to ensure smooth event operations.
- Maintain a working knowledge of Municipal facilities and community services to answer guest questions.
- Attend mandatory training sessions as scheduled.
- Must be able to lift up to 50 lbs unassisted and remain on feet for extended periods.

#### **Preferred Qualifications**

- Experience in hospitality, customer service, or food and beverage service.
- Valid Safe Food Handlers Certificate (asset).
- Responsible Beverage Certification (required for staff 19+).
- Criminal record check (required).
- Excellent communication, organizational, and time-management skills.
- Professional image and demeanor in a fast-paced environment.
- Ability to follow written and verbal directions effectively.
- Strong teamwork and interpersonal skills to create a harmonious, customer-focused environment.
- Demonstrated ethical conduct in all duties.

#### **Additional Considerations**

- Experience with large-scale banquets and events is an asset.
- Ability to work independently and handle multiple priorities in a busy setting.
- Must be capable of lifting supplies, décor, tables, and other event materials.
- Flexible scheduling: shifts may include days, evenings, and weekends based on event needs.

Note: This is a casual position with flexible hours based on operational requirements. Staff are able to choose their own shifts according to their availability.

Please submit application to:  
Community Services Department  
22 Budd Ave  
St. Stephen, NB, E3L-1E9  
Or by email to: [events@chocolatetown.ca](mailto:events@chocolatetown.ca)  
Or fax to 506-466-7701

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

## Application Form – Special Event Staff

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Are you 19 years of age or older? ☐ Yes ☐ No

Do you have a Responsible Beverage Certification? ☐ Yes ☐ No (If no, are you willing to obtain it?) ☐ Yes ☐ No

Do you have a Safe Food Handlers Certificate? ☐ Yes ☐ No

Can you lift up to 50 lbs unassisted? ☐ Yes ☐ No

### Do you have experience working in:

☐ Hospitality    ☐ Food Service    ☐ Customer Service    ☐ Events

### Availability (check all that apply):

☐ Days    ☐ Evenings    ☐ Weekends    ☐ Holidays

Tell us why you'd like to join our event team:

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References (optional):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

