

Part-time Building/Chalet Supervisor

The Part-time Building/Chalet Supervisor is responsible for preparing the Chalet for scheduled events by organizing and executing setup plans. This role ensures furniture, equipment, and materials are properly arranged according to event specifications while maintaining a safe, clean, and professional environment for guests.

Duties include but are not limited to the following:

- Preparing for events by setting up tables, chairs, equipment, and other event related items
- Inspecting event space before and after events to ensure cleanliness
- Dismantling of the event space
- Following safety procedures and company policies during all setup and breakdown activities
- Providing on-site support during events
- Checking and replacing supplies
- Collecting alcohol permit and communicating expectations of alcohol consumption inside and outside of facility
- Communicating effectively with renters on the day of the event
- Ensuring renters and guests are following all policies
- Assisting renters with any technology needs

The starting wage for this position is \$15.00/hr. Shifts are typically 4-6 hours long on Friday, Saturday, and Sunday. Some weeknights and non-major holidays may be required.

Shifts are distributed based on availability and number of events per month.

To be considered for this position, please complete an online application at www.woosteroh.com/human-resources/careers