

St. David's Episcopal Church is seeking an outgoing Front of House staff member to assist our team with the set-up, execution, and teardown of events. Part time (20+ hours/weekly), and paid hourly at \$15/hour, the staff member's schedule is determined by those booked occasions.

About St. David's

Almost as old as Austin, St. David's Episcopal Church is a diverse community of more than 2000 parishioners. Founded in 1848, the church occupies a building begun in 1853, now expanded to include an entire downtown city block.

About St. David's Event Hosting

St. David's opens its campus to people, organizations, and businesses in the Austin Community. With a primary focus on serving non-profits and downtown businesses, we host an array of events including meetings, lunches, small galas, trainings, summer camps and music events.

We offer a variety of rooms, on-site parking, audio-visual equipment and catering provided by St. David's two chefs.

Preferred Experience and Attributes

The Front of House staff member will report to the Director of Special Events. The initial responsibilities include working with our Event Coordinator as front-of-the-house staff for weekly events and other external events as scheduled. The ideal candidate will bring to the position a variety of attributes, knowledge and skills including:

- Work experience with special events and banquets.
- Knowledge or experience with Clover or similar POS systems.
- Excellent customer service skills to earn the confidence of our customers.
- The ability to supervise and delegate to contract labor, youth, young adults with special needs, and volunteers.
- Written and verbal communications skills to insure efficient and effective coordination between departments and hospitality staff.
- Proven ability to function effectively in a fast-paced, high-energy and fluid environment with competing priorities and deadlines.
- Creative ability to personalize events as warranted.

Minimum Qualifications

- Minimum of one year of experience in the restaurant or banquet industry
- Proven record of being organized, well-planned, responsible, and personable
- Ability and confidence to make decisions and to work unsupervised
- Ability to work flexible hours including some nights and weekends
- Ability to make change and execute simple math computations
- Proficient in email communications
- Ability to lift and carry up to fifty pounds, bend and kneel, and negotiate staircases.
- Professional appearance and demeanor
- Ability to improvise and adapt

Responsibilities & Tasks

- Work with Event Coordinator in setting up, executing, and tearing down weekly and larger events

- Communicate with customers, facility staff, kitchen, front desk, and parking manager regarding event needs
- Work as a team for a common goal
- Maintain a proactive & professional attitude
- Troubleshoot unexpected activities or challenges

Send letter of interest, resume, and references to Jennifer.P@stdave.org by March 2, 2018. Because of limited resources, only individuals selected for interviews will be contacted. Contact will not be made until at least March 6, 2018.

Background check is a condition of employment.