



---

## **Oaks Park Event Host Job Description**

**Reports to:** Events Supervisor and Marketing and Events Director  
**FLSA:** Hourly  
**Approved By:** Chief Executive Officer, HR Manager, Marketing and Events Director

### **Position Summary:**

As an Oaks Park Event Host, you will be responsible for welcoming and greeting event organizers, answering questions, and providing excellent customer service to contribute to an overall low-stress, memory-making experience in our community. You will serve as the liaison between the event organizer and ensure their event runs smoothly. You will help set the tone for each guest who visits Oaks Park by keeping the events organized for all guests.

### **Essential Duties, Job Responsibilities, and Requirements:**

- Clean and prepare event areas and set up contracted equipment according to event paperwork.
- Greet event organizers and review event details with the event organizer.
- Ensure the event receives all materials and services listed in the event contract.
- Work with other internal departments to fulfill event needs.
- Maintain the cleanliness of the event areas during all events. (remove garbage, etc.)
- Maintain safety standards.
- Deliver beverages to event areas and perform other occasional light food and beverage service duties.
- Identify and address any issues or problems through verbal and/or written communication with your supervisor or director.
- Respond to difficult customer service situations.
- Promote guest satisfaction through excellent interaction, team member efficiency, and area cleanliness.
- Perform other duties as assigned, which may not be listed above. These duties may change without notice.

### **Qualifications:**

- Must be 14 years or older.
- Have a current food handler's card or obtain one within 30 days of hire.
- If you are 18 or older, you must have an OLCC server's permit or obtain one within 30 days of hire
- Follow and enforce all park policies and safety procedures.

**Knowledge, Skills, and Abilities:**

- Ability to communicate professionally, courteously, and in an upbeat manner.
- Dependable self-starter who enjoys staying busy.
- Able to think on your feet and adapt quickly to change.
- Ability to consistently set a positive example and be a team player.
- Excellent organizational skills.
- Manage your time effectively when working unsupervised.
- Ability to follow and execute operating plans and safety protocols.
- Always be on time for all scheduled shifts.

**Physical Demands:**

- Constantly walking for extended periods.
- Constantly using hands for grasping and holding objects to perform duties.
- Able to twist, bend, stoop, reach, and or kneel.
- Able to lift up to 40 pounds in place or move across a distance.
- Able to stand for several hours at a time.
- Able to tolerate extreme weather conditions
- Able to use cleaning materials and products.

**Schedule:**

- MUST be able to have flexible availability, with the ability to work during daily operations, including evenings, weekends, and holidays.

**Wage:**

- This is a part-time position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. The starting wage is the current City of Portland minimum wage, depending on experience.

**Benefits:**

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food, REAP card (while supplies last), which allows an employee and a guest to visit several other Non-Profit venues within the state, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace, and a pre-employment drug screen and background check are required.