

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CONFERENCE CENTERS ASSISTANT –VINTAGE FARM
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide staff support to the Conference Centers. Key duties revolve around ensuring seamless delivery of service to customers to facilitate successful events at the Vintage Farm.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in the field: No experience required.
3. Special skills or abilities related to the position: Ability to plan, organize and take initiative. Excellent customer service skills in the hospitality field; verbal and written communication; skilled in hospitality, catering and special events service areas with knowledge of working with large organizations including corporate accounts; General technical knowledge of computers and audio-visual equipment; Demonstrates understanding of health department codes.

ESSENTIAL JOB FUNCTIONS:

1. Personally represent and provide technical assistance on behalf of the Conference Services department for all scheduled conference events.
2. Complete a pre-event and post-event checklist to make sure all details and client needs are met.
3. Set up and service breaks as requested.
4. Assist the conference administrative team with telephone and computer support as needed.
5. Initial opening and/or closing and securing of Vintage Farm event spaces. These may include the opening of venues as early as 5 a.m. or closings as late as midnight. Events take place outside of normal work hours, as well as on weekends, on a regular basis.

ESSENTIAL JOB FUNCTIONS (continued):

6. Assist guests with inside and exterior setups.
7. Ability to communicate effectively with public safety officers, custodial staff, and outside vendors who will be on the property.
8. Must possess a valid Florida driver's license.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works in an off-campus outside venue.
- Works outside and inside.
- Very flexible hours are required.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: VINTAGE FARM, OCALA CAMPUS

SUPERVISOR OF POSITION: DIRECTOR OF CONFERENCE AND FOOD SERVICES