EVENT ATTENDANT (3176)
TASK LIST - 2024

1. Coordinate services for events, such as accommodation for participants, facilities, catering, signage, displays, special needs requirements, and event security in order to ensure that the event is running smoothly.

2. Inspect event facilities to ensure that they conform to customer requirements in order to keep customers satisfied and fulfill assignment needs.

3. Direct patrons to seats and locations in order to provide a good customer experience.

4. Monitor activities to ensure adherence to rules and safety procedures in order to ensure that the event is running smoothly and safely.

5. Maintain and clean inventories of equipment, storing and retrieving items and assembling and disassembling equipment such as canopies, different size tables, chairs, umbrellas, as necessary in order to ensure all equipment is ready for events.

6. Provide assistance to patrons entering or exiting facilities and building in order to keep customers safe.

7. Inspect equipment to detect wear and damage and perform minor repairs, adjustments, or maintenance tasks, such as screwing loose parts in order to ensure the equipment is in working order.