

Refreshments Wizard

Summary

The Refreshments Wizard position regularly performs critical assigned tasks that help to ensure the cleanliness and operational efficiency of the Fairhill Center and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability by helping with refreshments set up for various events on the Fairhill Center campus.

Responsibilities

- Helps to provide table set-up with beverages, condiments, napkins, cups and other refreshments for meetings and organizational activities;
- Assists with clean up after the events and returns all reusable material back into its proper location;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

Qualifications

- Must be a high school graduate or GED equivalent;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrate strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Ability to work willingly in a team by assisting co-workers as needed.