



## JOB VACANCY CASUAL EVENT STAFF

Arundel Town Hall is a beautiful, affordable event venue which can be found in the heart of Arundel. We have an opportunity to join our events team on a casual basis, flexible shifts and weekend/evening availability is a must.

### Responsibilities:

- Meet and greet guests into Arundel Town Hall and direct them to the function room in use.
- Be polite, professional and well presented at all times.
- Serving food and drink to all the guests attending the function.
- Setting and breaking down the function rooms to the event brief alongside the Event Manager/Deputy Manager.

We require our team to have a friendly demeanour and excellent verbal communication skills, along with great attention to detail. You must be approachable, engage with the guests, answering their questions and providing an excellent level of customer service to all.

This is a perfect opportunity to earn some extra money and gain some valuable experience in the wedding and event industry. We're on the lookout for enthusiastic, passionate, and talented casual staff to help us deliver an outstanding service. You will be part of an amazing team of likeminded and friendly individuals with an interest in hospitality.

We are looking for individuals with a can-do attitude and whilst experience is not necessary, here are a few desired characteristics:

- Willingness to learn new skills
- Great team spirit
- Strong listening skills
- Understanding of food hygiene
- Pride in representing the Town Hall
- Must be of legal age to serve alcohol

If you would like some more information or to talk through the position available, please call Sarah Eynon on 01903 882954 or email [townhall@arundeltowncouncil.gov.uk](mailto:townhall@arundeltowncouncil.gov.uk).

To apply please email a copy of your CV and covering letter to Sarah at [townhall@arundeltowncouncil.gov.uk](mailto:townhall@arundeltowncouncil.gov.uk).

