

FIELD ARTS & EVENTS HALL

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FIELDHALLEVENTS.ORG

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JOB DESCRIPTION

Event Staff – P/T

JOB SUMMARY

Provide friendly, responsive service to create an exceptional dining experience for all guests and support staff as needed. Perform other duties in the areas of food and final order preparation including preparing beverages and arranging food items.

ESSENTIAL JOB FUNCTIONS

Under the direction of the Food & Beverage Manager, Baristas will work together in the essential duties and responsibilities, which **include** the following. Other duties, responsibilities, and activities may change or be assigned.

- Promote, work, and act in a manner consistent with the mission of Field Arts & Event Hall.
- Monitor and observe guests dining experience to ensure guests are satisfied with the food and service and respond promptly and courteously to correct any problems.
- Serve food to guests at tables as required.
- Perform food preparation duties such as preparing salads, portioning desserts, and brewing coffee.
- Remove dishes and glasses from tables or counters and take them to kitchen for cleaning.
- Set tables with clean linens, condiments, or other supplies.
- Clear tables after guests and remove dirty tablecloths.
- Promptly clean tabletops, chairs, and the floor under and around tables.
- Remove used tableware between courses and provide tableware for the next course, if needed.
- Respond appropriately to guest requests and communicate guest requests to management as needed.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
- Take soiled tableware to the designated area, and unload, sort and stack silverware, dishes, and glassware for cleaning.
- Perform serving, cleaning, or stocking duties to facilitate customer service.
- Carry food, dishes, trays, or silverware from kitchens or supply areas to serving counters.

Port Angeles Waterfront Center DBA Field Arts & Events Hall is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN: 81-3062077. Unless otherwise state, no benefit was bestowed upon this donor in exchange for this contribution, other than the joy of giving to a project dedicated to supporting the arts and bringing our community together.

FIELD ARTS & EVENTS HALL

- Clean up spilled food, drink, or broken dishes and remove trash.
- Serve food to guests when servers need assistance.
- Thank guests as they leave.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Clean and polish counters, shelves, walls, furniture, or equipment in food service areas or other areas of the building, and mop or vacuum floors.
- Fill beverage or ice dispensers.
- Stock cabinets or serving areas with condiments and refill condiment containers.
- Inspect assigned restroom every 30 minutes, and clean as needed.
- Attending all scheduled employee meetings and offering suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Qualifications

- Must be at least 16 years old.
- Must have a current Washington State Food Handler's Card.
- Ability to perform essential functions on the computerized Point of Sale (POS) system.
- Working knowledge of proper operation of all restaurant equipment.
- Working knowledge of applicable food handling laws and regulations.
- Must possess good communication skills and the ability to speak effectively and interact well with guests and team members.

Requirements

- Must be able to work weekends and evenings;
- Must be able to bend, stoop, lift and carry items weighing up to but not limited to 35 pounds on a regular basis.
- Must be able to occasionally push/pull up to but not limited to 75 pounds.
- Must be able to stand and or walk for long periods of time.
- Must be able to perform simple grasping, fine manipulation, overhead reaching, and repetitive hand, and arm movements frequently. Must have great communication skills and have strong interpersonal skills.

FIELD ARTS & EVENTS HALL

- Shows respect and sensitivity for cultural differences; treats people with respect; works ethically and with integrity; upholds organizational values.
- Reacts well under pressure; treats others with respect and consideration regardless of their status or position; exhibits a high degree of emotional intelligence.

COMPENSATION

\$18.00 Hourly

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people from any historically underrepresented group to apply including people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send resume and cover letter to mike@fieldhallevents.org with subject line Event Staff

ABOUT FIELD ARTS & EVENTS HALL

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.
- Be a core piece of Port Angeles' identity – a source of community pride.

FIELD ARTS & EVENTS HALL

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.