

FIELD ARTS & EVENTS HALL

201 W. FRONT ST
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PORT ANGELES
WA 98362

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Support Staff

Reports To: Operations Manager

JOB SUMMARY

The Support Staff team at Field Arts & Events Hall plays a vital role in ensuring successful events by providing friendly, responsive service. Team members will be scheduled for a variety of shifts, including dishwashing shifts, café shifts and event staff shifts, based on event needs. While each shift may have specific responsibilities, all Event Staff should be team players, ready to assist with tasks that contribute to a supportive and successful event experience.

ESSENTIAL JOB FUNCTIONS

Under the direction of the Operations Manager and Team Leads, Support Staff will perform duties that include, but are not limited to:

Guest Service & Event Support

- Promote, work, and act in a manner consistent with the mission of Field Arts & Events Hall.
- Monitor and observe guests to ensure satisfaction with food and service, responding promptly and courteously to any concerns.
- Serve food and beverages to guests, assisting in table service when required.
- Perform food preparation duties, such as brewing coffee, portioning desserts, and setting up beverage stations.
- Set and clear tables, ensuring a clean and organized dining area.
- Assist with event setup, including arranging table settings, refilling condiments, and stocking serving stations.
- Maintain cleanliness in guest areas by promptly cleaning up spills, removing trash, and tidying event spaces.
- Thank guests as they leave and provide exceptional customer service.

Dishwashing & Kitchen Support

- Work scheduled dishwashing shifts as needed to support event operations.
- Wash dishes, glassware, flatware, pots, and pans using a commercial dishwasher or by hand.
- Maintain and clean dishwashing equipment, reporting any mechanical issues to the Operations Manager.
- Organize and store clean dishes, utensils, and kitchen equipment in designated areas.
- Ensure that kitchen workspaces, equipment, and storage areas are kept clean and orderly.
- Remove trash and recyclables, placing them in designated disposal areas.

FIELD ARTS & EVENTS HALL

- Sweep and mop floors to maintain a safe and clean working environment.
- Assist in receiving and storing kitchen supplies and deliveries.

SUPPLEMENTAL JOB FUNCTIONS

- Assist with loading and unloading deliveries of food and supplies.
- Perform light food prep as needed to support the kitchen and event team.
- Support overall event operations with additional tasks as assigned.

TOOLS & TECHNOLOGY

- Commercial dishwashers
- Drying and draining racks
- POS (Point of Sale) system
- Beverage and ice dispensers
- Cleaning and sanitation tools

QUALIFICATIONS

- Must have a current Washington State Food Handler's Card.
- Must have a MAST (Mandatory Alcohol Server Training) certification.
- Ability to follow food safety and sanitation guidelines.
- Experience in food service, events, or dishwashing preferred but not required.
- Ability to work in a fast-paced environment with strong attention to detail.
- Working knowledge of proper operation of restaurant equipment and POS systems.
- Strong communication skills with the ability to interact well with guests and team members.
- Must be a team player, willing to assist in various areas as needed to create a supportive and successful event experience.

REQUIREMENTS

- Must be able to work evenings, weekends, and holidays as needed.
- Ability to stand for extended periods and work in a physically active role.
- Must be able to bend, stoop, lift, and carry items weighing up to 35 pounds regularly and occasionally push/pull up to 75 pounds.
- Ability to perform simple grasping, fine manipulation, overhead reaching, and repetitive hand/arm movements frequently.
- Must demonstrate professionalism, respect, and cultural sensitivity in all interactions.
- Must react well under pressure and maintain composure in a fast-paced environment.

COMPENSATION

\$18.00 Hourly plus part of a 40% tip pool

Position accrues sick time

APPLICATION PROCESS

Applicants must submit the following to be considered:

- **Cover Letter**
- **Resume**

To apply, please send your resume and cover letter to **Shannon@fieldhallevvents.org** with the subject line **Support Staff Position**.

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

Any offer of employment is contingent on a successful background check.