

## **HOSPITALITY AIDE/SETUP PERSON**

**KEMPER CENTER, INC.  
6501 - 3rd Avenue  
Kenosha, Wisconsin 53143  
(262)925-8040**

**Part-Time - \$15.00 Hourly**

**Position requires individual to be on-site site Mondays-Fridays approximately 25 hours. Additional hours during week and/or weekend may be required.**

**Individual should be detail-oriented, possess strong communication and organizational skills and be able to multitask.**

**Job Description: Responsible for assisting Hospitality Manager in preparing Kemper Centers events & activities.**

**Responsibilities also include, but are not limited to:**

- ❖ **Coordinate with staff regarding planning Kemper Center/Anderson Arts events;**
- ❖ **Setup/Tear Down rooms for events as designated by Hospitality Manager; ability to lift heavy objects (i.e., tables, chairs, etc.);**
- ❖ **Make sure venues are clean and organized prior and after events;**
- ❖ **Maintain supply inventory; order supplies;**
- ❖ **Order Linen & care for Linens/Skirting;**
- ❖ **Liaison w/vendors on event days; i.e., Bakery & florist deliveries; DJ setup, etc.**
- ❖ **Prepare event closeout paperwork.**
- ❖ **Other duties as assigned;**
- ❖ **Knowledge of Microsoft Office a plus.**