

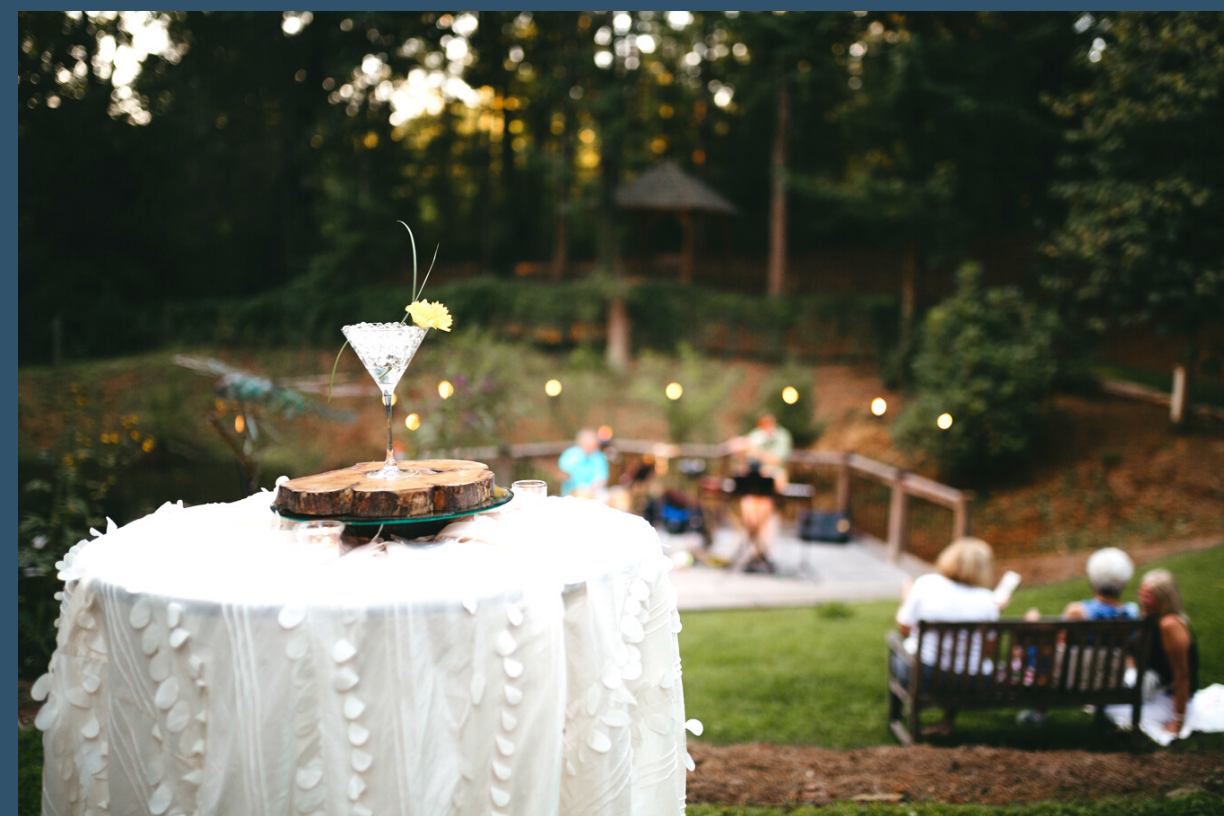


CITY OF ROSWELL
RECREATION, PARKS,
HISTORIC & CULTURAL
AFFAIRS DEPARTMENT

WE ARE HIRING

Independent Contractor Historic Parks and Gardens Rental Program

Calling all full-time City employees. Need some extra summer money? Enjoy hospitality and showcasing the Roswell Community? Apply to work with the Historic Parks and Gardens division of the Recreation, Parks, Historic & Cultural Affairs Department as a rental attendant. Successful applicants will supervise Roswell's specialty venues while providing exemplary customer service during private events. Events may take place at Roswell River Landing, Mimosa Hall, Old Mill Machine Shop, Barrington Hall, Bulloch Hall, and Smith Plantation. Compensation is \$35 per hour. Hours and duties will not conflict with current city responsibilities. Majority of event hours take place weekends and after normal business hours. Applications will be accepted through July 28.



Expectation Overview:

The Rental Attendant is required to be on site during a rental event to supervise contract compliance and venue security. Attendant will work and communicate with City Rental Specialist or other City staff as needed.

Essential Duties and Responsibilities:

- Demonstrate strong customer service skills. Establish, maintain and foster positive working relationship with both renter clients, vendors, and City staff.
- Solves problems quickly and in a positive manner.
- Enforces policies and procedures of the Venue.
- Monitors restrooms, interior and exterior spaces for cleanliness; restocks supplies as needed during event. Light, or emergency, housekeeping as necessary.
- May be needed to drive and assume operation for City man-mover vehicle.
- Ensures the security and closure of Venue.
- Submits a post-event report, documenting any issues that may impact client deposit and contract.