



Position: Event Set-Up Attendant

Status: Part-time

Basic Function: Located along the Space Coast in Melbourne, Florida, Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center (STHC) for rehabilitation of wild marine turtles. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding and various animal encounters.

The Event Set-Up Attendant is responsible for the setup of meetings and events in the Zoo's Nyami Nyami River Lodge. This includes creating a pristine appearance throughout the venue, maintaining a safe and enjoyable environment and paying special attention to details and cleanliness.

Responsibilities:

- Must be able to lift, carry and store tables, chairs and other equipment in between each event.
- Ensures the correct and timely set up of all functions.
- Maintains the highest standards of cleanliness and sanitation throughout the banquet function space, pre-function space and storage areas to include the floors, walls, walkways, doors, windows, kitchen areas and ice machine.
- Maintains the banquet storage room in a neat and organized manner, stocked with any and all appropriate supplies necessary for meetings and functions.
- Breaks down and cleans after the completion of functions and ensures that all equipment and supplies are stored properly.
- Must understand or be able to learn basic banquet terminology and floorplan set ups.
- Performs any other duties as requested by supervisor including working special events and assisting Event Department with all tasks at hand.
- Employees must always be attentive, professional, helpful and courteous to all guests, managers and fellow employees.
- Must maintain proper timeliness and attendance when scheduled.
- Must have a flexible schedule. Late nights and weekends are required and are frequent.

Qualifications:

- Must be able to reach, bend and frequently lift 50 pounds.

Benefits:

- Dental and vision insurance
- Paid time off
- Matching 403b retirement funds
- Zoo membership with passes
- Attraction share program with Central Florida tourist attractions

Apply Now:

To apply, please send a cover letter and resume to hr@brevardzoo.org or mail to:

Human Resources
Brevard Zoo
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