



Plaza Attendant

Summary: Greets guests and visitors at the Essentia Health Plaza at The Lights. Provide basic information about West Fargo Events. Ensures a clean and neat appearance of the plaza, community room and public restrooms. Employees will perform a variety of duties depending on the season.

Knowledge, Skills, and Responsibilities

- Provides excellent customer service to the public including responding to inquiries and requests along with resolving customer complaints as necessary in a prompt, effective and courteous manner.
- Performs normal duties in areas in which assigned such as day to day plaza activities, maintenance, special events and programs.
- Assist staff during various program activities and special events offered by West Fargo Events and outside organizations.
- Cash handling
- Answers and directs telephones calls to proper department.
- Enforces plaza rules, regulations, and policies as necessary.
- Maintains cleanliness of plaza and restrooms, sanitizing of public areas and emptying trash bins.

Basic Requirements/Qualifications:

- Must be 18 years of age or older.
- Ability to work independently.
- Strong communication skills, customer service orientation
- Ability to move tables, chairs, furniture (for set up of events) and perform manual labor.
- Must be willing to work a flexible schedule that includes nights, weekends, special events and holidays.
- Ability to deal effectively and courteously with the public.

Application For Employment

Submit Application to:
Ashley Egger
Staffing Manager
Ashley@WestFargoEvents.com



Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time Part time Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	