

Company Name	Hershey Entertainment & Resorts
Contact Person's Name	Chase Fisher
Contact Person's Phone	717-534-3152
Contact Person's Email	chsfisher@hersheypa.com
Company Location/Address	325 University Drive, Hershey, PA 17033
Position to be Advertised including Job Title	Set-Up/Arrangement Staff - 2nd Shift
Job Description	<p>This is a Full Time position available at the Hershey Lodge. This position participates in the post-offer employment testing program.</p> <p>Job Functions:</p> <p>Responsible for setting meeting and banquet rooms. To include: mass transport of stacks of chairs from one place to another, Push & Pull Racks of tables weighing up to 1500 lbs across carpeted floors, transport racks of dancefloor weighing up to 600 lbs. transporting stages and setting up stages</p> <p>Read banquet event orders and set meeting and banquet room to its specifications.</p> <p>Correctly and efficiently set up and breakdown all department functions, including Breakfast, Lunches, Dinners, Meeting rooms, Banquets, Dances, Exhibits, etc</p> <p>Practice safe handling of all set up equipment</p> <p>Keep function rooms and storage areas clean and organized at all times</p> <p>Perform periodic deep cleaning of function areas as requested by management</p> <p>Ensure all equipment is in proper working order prior to placing in function room for guest use</p> <p>Report all damaged equipment, furnishings, or function rooms to management so repair orders can be requested</p> <p>Service/refresh rooms during function breaks, check temperature and ensure all lights are in working order</p> <p>Assist guests whenever possible, referring all requests beyond all immediate responsibility to the appropriate manager.</p> <p>Carrying out work duties with all other departments and other department supervisors, which is necessary to the normal operation of the Hershey Lodge.</p> <p>Assisting with general housekeeping of the Hershey Lodge; and performing other duties as may be assigned.</p> <p>Responsible for following the instructions of the Head Houseperson in setting up meeting rooms and meal functions in the Hershey Lodge.</p>

Basic Qualifications:

Minimum age of 18 years.
Valid driver's license.

Additional Qualifications:

Friendly attitude, ability work with others, and well-groomed appearance.

Ability to read written details.

Must be able to read, speak and understand English.

Physical Requirements & Working Conditions:

This is for a 2nd shift position with the primary hours being 12:00pm-10:30pm and may vary dependent on operational need.

Weekends and holidays; flexibility required.

Proper footwear must be provided by employee.

Work area subject to uncomfortable heat.

While performing the duties of this job, the employee is required to: *

Constant (67% – 100% of time)

Carry (0-10 lbs), Walk, Balance, Feel,

Frequent (34% – 66% of time)

Lift (0-50 lbs), Carry (11-35 lbs), Reach Forward, Object Handling, Hand Grasp (Simple and Firm)

Occasional (1% – 33% of time)

Lift (51-75 lbs), Carry (36-50 lbs), Push (0-75 lbs), Pull (0-50 lbs), Stand, Climb Stairs, Reach Overhead, Stoop, Kneel, Crouch, Finger, Operating Controls

This is a union position and the work schedule will be based on union seniority. Candidates must be able to meet scheduled requirements, which will most likely require evening and weekend hours.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Hershey Entertainment & Resorts is an Equal Opportunity Employer

**Type of Position
(Check all the apply.)**

Full-time

Position Available on

Oct 31, 2022

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