



## BRIGHAM CITY CORPORATION Job Description

**OPENED:** August 26, 2020

**CLOSING DATE:** Once filled

**CLASS TITLE:** Event Host (temporary)

**ACCOUNTABLE TO:** Events Coordinator

### EXAMPLES OF DUTIES:

1. Greet guests and seat them at tables or in waiting areas.
2. Answer telephone calls and respond to inquiries.
3. Remains attentive to the guest throughout entire event.
4. Set up and take down events.
5. Washes dishes.
6. Performs other duties as required.

### MINIMUM QUALIFICATIONS:

1. Must be at least 16 years of age prior to start date.
2. Flexible schedule, days and evenings.
3. Friendly, open disposition.
4. May be required to obtain Utah food handlers permit.

### OTHER INFORMATION:

1. Ability to work well with the public.
2. Ability to work for a period of time on your feet.

### WAGE INFORMATION:

**PAY BRACKET:** TEMPORARY (BRACKET TG)

**BEGINNING SALARY:** \$11.00 PER HOUR

### EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2474619** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to [cjeppsen@utah.gov](mailto:cjeppsen@utah.gov). Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test. Employees 18 years of age or older must complete a criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**