



**KWANLIN DÜN**  
**CULTURAL CENTRE**

# Client Services Team

Employment Status: Auxiliary

On-Call Hourly Wage: \$21.00

The Client Service Team is responsible for working evening, weekend, and daytime shifts to ensure the success of rental events at the Kwanlin Dün Cultural Centre. Client Service Team Members are required to provide outstanding customer service, respond to client requests, set up and tear down furniture and equipment, replenish and clean up catering and beverage services, and oversee all aspects of the event. Light cleaning and custodial duties are also required at times.

Experience in food and beverage, restaurants/hotels/hospitality, customer service, event planning and management, or other related fields is an asset.

The successful applicant will have strong interpersonal and communication skills, an ability to work as part of a team, and will thrive on the unexpected challenges of a dynamic and constantly changing work environment.

Many shifts are outside of regular work hours, including early mornings, evenings, and weekends, and opening and closing the building on time is an important part of the position. This is a casual, on-call position, so hours will vary from week to week. A reliable mode of transportation is a key requirement for this position.

*Kwanlin Dün Cultural Society's Human Resources Preferential Hire Policy will be in affect. We thank all those who apply but only those considered will be contacted.*

Please provide a Resume with Cover Letter no later than 5:00pm PST Thursday, August 20, 2021 to Jennifer Heffernan, Events Manager: [events@kdcc.ca](mailto:events@kdcc.ca)

Please review the full Job Description available on our website at [www.kdcc.ca](http://www.kdcc.ca) when responding to this posting.

