

Pasadena Convention Center

Guest Services Representative

(Part-Time Position –On-Call)

\$9.50 per hour

SUMMARY

Assist guests with information, tickets and seat location.

POSITION RESPONSIBILITIES:

- ◇ Exhibit customer service at all times
- ◇ Assist visitors with directions to various areas of the venue
- ◇ Aid guests in finding their ticketed seats
- ◇ Receive tickets from guests for the Civic Auditorium and Convention Center events
- ◇ Provide crowd management
- ◇ Monitor access to designated areas throughout the facility.

POSITION REQUIREMENTS:

- ◇ One year related experience and/or training
- ◇ Ability to deal with a variety of situations using standardized procedures ,policies and practical knowledge
- ◇ Must clearly speak and read English
- ◇ Must be at least 18 years old
- ◇ High school diploma or general education degree(GED)
- ◇ Must have ability to frequently walk, stand, climb stairs, stoop and kneel
- ◇ **Must be willing and able to work a flexible schedule including nights and weekends upon request**

Final candidates are subject to a background investigation and drug screening.

If you meet are interested in applying, please forward your resume to hr@pasadenacenter.com

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