

MAIN STREET SQUARE

Job Description



Job Title: Seasonal Associate
Status: Part-Time Seasonal
Salary: 10.00 hourly
Reports to: Operations Manager and/or Events Coordinator

OVERVIEW

Assist in facilitation of events and operational services for Main Street Square and Downtown Rapid City. These duties include but are not limited to event setups and teardowns, beautification, and execution of events at Main Street Square.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist visitors, answer questions, and serve as a downtown representative for Downtown Rapid City, Main Street Square, and the Black Hills area
- Take payments for goods or services with appropriate cash and credit handling procedures
- Work with a checklist to ensure duties are completed
- Verify identification for patrons in the beer garden, following CAST training processes
- Follow and implement policies and procedures, ensuring the safety of Square visitors
- Aide in the execution of events, including serving food and beverages
- Restock inventory and ice in the beverage garden
- Responsible for beautification of Downtown and MSS Premises.
- Setup and teardown of all event layouts, logistics, and essential functions, including general maintenance of public spaces.

MINIMUM QUALIFICATIONS

- Must be 18 years or older
- Strong knowledge, or willing to learn, about Downtown Rapid City and the Black Hills area
- Customer service, or related field, experience
- Strong communication skills with pleasant demeanor
- Ability to thrive in a fast-paced environment
- Ability to multi task, use basic math skills and possess flexibility
- Willing to work outdoors primarily and indoors as needed.
- Be willing to work flexible hours, including nights and weekends
- Be able to work with high volumes of customers
- Physical Requirement: Be able to stand for long durations, as needed; must be able to lift and carry objects up to 50 pounds

TO APPLY

Send your resume to the address below or email it to lori@destinationrapidcity.com.

Destination Rapid City and Main Street Square
512 Main Street, Ste. 980
Rapid City, SD 57701

Destination Rapid City and Main Street Square are equal opportunity employers.