

Professional Services
Northern Illinois University

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Posted Feb. 26, 2020, set to expire Sep. 25, 2020

Job Title	Professional Services
Department	Conferences Event Management
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 26, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Dining Services
Job Website	http://employment.niu.edu/postings/50525
Apply By Email	
Job Description	

This position is located at NIU Naperville and reports to the NIU Naperville Senior Event Manager. The position primary duties to assists in preparation, setup and service for afternoon breaks, setup and service for dinners, and special catering events. Buffet set up and break down is required. Bus and set tables as necessary. Other duties include food arrangement, replenishment, and cleaning of kitchen and equipment. Other duties include assistance with: room setups, breakdowns and resets; and cleaning and maintaining the NIU Naperville facility. This position is a critical part of NIU-Naperville Operations.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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