

Corporate Host

Job Description and Person Specification

Position Details

Position: Corporate Host	Department: Commercial	Reporting to: Commercial Manager
Salary: Up to £8.91 per hour	Contract: Permanent	Hours per week: Non-Contracted – 0 Hour

Overall Objective: To assist in delivering excellent hospitality experiences at Stadium MK, across all areas.

Job Description	Person Specification
<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> To provide excellent customer service to all guests and ensure that a high level of care and service is provided To assist with any queries or issues that arise To represent MK Dons in the best possible manner whilst working and moving around Stadium MK <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> Assist with any set up that may be required in work areas Meet and greet corporate guests within Stadium MK on arrival and assist with departure if required Oversee hospitality areas and handle guest and client questions, queries, and requests and where you are unable to do this escalate to your line manager Clear down signage from work area and dispose of or store as directed Adhere to all health, safety, legal and company standards 	<p><u>Essential</u></p> <ul style="list-style-type: none"> Ability to use initiative and work both independently and as part of the Commercial Team Be motivated and committed to deliver a high standard of service Have a polite and courteous manner Uphold a smart and professional appearance and personal hygiene Have excellent verbal communication skills Have basic numeracy and literacy skills Be flexible and adaptable to changing work environments and areas subject to match day requirements <p><u>Desirable</u></p> <ul style="list-style-type: none"> Previous experience of working within the hospitality industry An understanding of MK Dons Football Club
Reference:	Closing Date: