

NORTHAMPTON COMMUNITY COLLEGE

The Essential Functions and Technical Guideline for Meeting & Event Planning will allow students to be informed of the physical, emotional, and psychological demands related to training and employment in the food industry.

For students to be successful in the **Meeting & Event Planning Option**, they must be able to demonstrate these essential functions with or without reasonable accommodations.

Motor Skills: Students must have the sufficient motor skills to:

- Stand for extended periods of time, usually anywhere between (2-7 hours in duration)
- Lift materials up to 20 pounds
- Move materials that are up to 20 pounds from location to location
- Walk through and around venues without breaks up to 2 hours

Communication: Students must be able to communicate effectively through speech, language, computational literacy, reading, and writing.

- The ability to speak, read, write, and understand the primary language and terminology regarding a given meeting or special event
- To be able to communicate effectively in verbal and written form with fellow students, instructors, and customers

Hearing:

- Ability to hear and respond to oral commands by instructors and react quickly

Visual:

- Ability to read instructions and materials pertaining to producing an event

Problem Solving:

- To be able to work at a fast pace without jeopardizing the safety of themselves or others
- To be able to react professionally ,as instructed by the professor during service time to accommodate the needs of the guests

Ability to maintain emotional stability and perform daily practical tasks:

- To be able to function under the stress of the service period and adapt to changing situations
- To be able to maintain composure and professionalism at all times
- To be able to integrate knowledge and skills
- To be able to multi task in the service setting
- To be able to respect differences in fellow students and maintain good interpersonal skills
- Able to work in close proximity to other students, and professors

Transportation:

- Ability to get to and from various venues within the Lehigh Valley and Pocono areas.

Note: In order to graduate from the Hospitality Management program, you must attend a scheduled new student orientation during your first semester.