



<b>Position</b>	<b>Event Setup</b>
<b>Classification</b>	<b>Full-time/Part-time, Seasonal, Non-Benefit Eligible</b>
<b>Reports to</b>	<b>Director of Facilities</b>
<b>Supervises</b>	<b>None</b>
<b>Salary or Hourly</b>	<b>Hourly</b>

### **Job Summary:**

The Event Setup position is a working hourly position responsible for event setup, breakdown, and clean up. This will include basic cleaning duties, set-up and break-down of tables, chairs, audio-visual (AV) equipment and platform/stages and other equipment as specified by client or club requirements. Events can include weddings, member functions, business meetings, and charity functions.

### **Job Duties:**

- Ensure the correct and timely set-up of all Banquet Event Order functions according to table diagrams
- Breaks down after the completion of functions and ensures that all equipment and supplies are stored properly.
- Reviews and executes table diagrams, guest tables and set-up needs for special functions.
- Assist with table linens, skirting and table top items and clean, store and secure all tables, chairs and AV equipment, and platforms/stages for banquet functions.
- Maintain AV equipment and ensure that it is in good working order and stored properly without damage.
- Notifies management of any hazards.
- Perform any other task as required.
- Maintains the highest standards of cleanliness and sanitation throughout the banquet function space, pre-function space and storage areas to include the carpet, walls, walls, doors, windows and heating/air conditioning units.
- Maintains the banquet storeroom in a neat and organized manner stocked with any and all appropriate supplies necessary for meetings or food service functions.
- Cleans banquet room areas including vacuuming carpets, cleaning windows, dusting, cleaning chair cushions, and other duties as needed.
- Collects and disposes of trash from dining area following the conclusion of the function.
- Perform other duties assigned

### **Education and/or Experience:**

- High School Diploma preferred
- General knowledge of banquet operations preferred.

- Knowledge of and ability to perform required role during emergency situations.

**Job Competencies:**

- Ability to work in a fast-paced environment
- Strong organizational skills to prioritize work activities
- Strong interpersonal skills required
- Excellent written and verbal communication skills

**Working Conditions:**

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule is generally 40-50 hours per week, with some holidays, weekends and travel required. Must have the ability to lift 50 lbs. as required. Extensive standing, walking, lifting, pushing and pulling movements are required. Assisting with heavy equipment use and operation.