

EVENT STAFF MEMBER (part-time)



JOB BRIEF

We are looking for a positive and hardworking individual able to handle manual labor tasks involved with event logistics. There will be physical tasks of setting up, moving, and tearing down tables and chairs, keeping bar and bathroom supplies stocked, and facility cleaning. This person will also act as overall support to bartenders and management by occasionally being assigned other miscellaneous tasks. The event staff members will work well in a group setting, take instruction, and be a valuable team player.

COMPENSATION

Starting hourly wage: \$12.50/hr

RESPONSIBILITIES

- Complete event prep by setting up tables/chairs according to a specified layout, assisting management in setting up centerpieces or other table decor
- Handle event transitions including moving tables/chairs from various locations indoors and out
- Clear tables of garbage, glassware, and remove table cloths
- Assisting in end of night wrap-up with guidance from Event Consultants and/or management
- Provide support to bartenders and management by keeping supplies stocked, replenishing bathroom toiletries, emptying garbage and recycling bins
- Assisting with additional tasks as needed
- Break down tables and chairs and transfer to storage areas
- Accomplish facility cleaning, including but not limited to: clean up bodily fluids including vomit, cleaning bathroom counters and toilets and sweeping and mopping floors
- Respond to client questions, if asked, in a professional and respectful manner by answering what you are able to or seeking a management

REQUIREMENTS

- 16+ years old reliable transportation
- Positive attitude and excellent communication skills
- Honest and ethical character
- Works well in a team and can take instruction
- Ability to lift at least 35 lbs and be on your feet for 8 plus hour shifts

HOURS

- **Shifts for wedding events:**

Morning: 9-11 a.m.

Afternoon/Evening: start time ranging from 3-4:30 and ending 1.5 hours later and some longer shifts form 3-4:30 start until 8 or 9 pm and 8 or 9 pm start until 1 am

Evening: shift on Friday/Saturday that is 11 pm until 1 am

*Weekends with a Friday wedding include a Thursday afternoon/evening set-up shift

*Sunday shifts vary based on the type of wedding the client has with the latest shift ending at 11 p.m.

- **Shifts for other, non-wedding events:**

These are the vast minority of our events. When they do arise, the shifts take place at varied times dependent on the timing and needs of the event.