



Hacienda Sarria
Job Description: Event Staff

Position Statement:

The Event Staff role is to assist with the timely and organized set-up, execution and teardown of scheduled events. This position reports to the Event Manager/Supervisor on duty.

Reporting To: Event Manager

Responsibilities and Duties:

Prior to Event

- Set up tables, chairs, linens and napkins
- Polish glassware
- Set tables
- Set up bar service areas- including condiments, juice and garnish
- Set up bridal suite, bridal hutch and grooms room

During Event

- Assist with any serving or clearing where required
- Greet guests (and manage coat check when needed)
- Tidy washrooms
- Tend to garbage left by guests, bussing and clearing
- Light candles
- Assist in bar-back duties when required
- Bartend as required - make and serve drinks to guests and handle cash efficiently and correctly
- Polish glassware and cutlery

After Event

- Tear down and stow all required furniture and accessories
- Clear away any debris left behind from event
- Assist in polishing and kitchen clean up

Competencies & Requirements:

- Smart Serve certification is mandatory
- Excellent customer service skills
- Teamwork skills
- Attention to detail
- Flexibility to varied tasks and working hours
- Ability to work with minimal supervision
- Ability to lift up to 25lbs
- Able to perform at, or above shoulder-level and extend from waist frequently during shifts
- Able to stand and walk for long periods of time
- Able to work outdoors in warmer months for short periods of time
- Other duties as assigned