



**Hacienda Sarria**  
**Job Description: Set Up Team**

**Position Statement:**

The Set Up Team role is to execute the timely and organized set-up of scheduled events. This position reports to the Set Up Coordinator and Event Manager.

**Responsibilities and Duties:**

- 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, brunch, beverage stations, and den, where applicable
- Ensure the grounds are tidy and in show condition
- Set up ceremony (outdoor when applicable)
- Prep dish pit and kitchen area
- Ensure that all other areas, such as the Staff Kitchen, Storage Room, Breezeway etc. are event-ready
- Other duties as assigned

**Competencies & Requirements:**

- 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