



JOB TITLE: Event Staff

REPORTS TO: Eric & Whitney Shneyder

JOB SUMMARY

A Rustic Manor 1848 Event Staff Member works in accordance with the company mission statement to achieve guest satisfaction within established quality standards.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a safe and satisfactory manner. This person must be a team player as they are responsible for cleaning the barn facility, surrounding grounds, along with the on-site Bed & Breakfast. Staff must be able to handle customer conflict resolution in a confident and professional manner, assist guests with décor goals, and assist outside vendors as needed. Staff will work to maintain an operating environment that assures consistent guest satisfaction. Staff is encouraged to share an interest in wedding and event planning as a significant part of this position requires great attention to detail. Staff is responsible for set-up and breakdown of all tables and chairs both indoors and outdoors, shoveling and spreading salt in winter months. Staff is responsible for cleaning the Rustic Manor guest shuttle. Perform all other related duties as assigned.

Minimum requirements

High school diploma or GED certificate. Must be willing to obtain Responsible Beverage Certification. Experience in hospitality industry preferred but not required. Must be 16 years or older. Must be able to work nights, weekends and some holidays.

Abilities required

Strong verbal and written communication skills required. Must be a self-starter with ability to multi-task while under deadline pressure. Strong attention to detail. Talking to others to convey information effectively. Ability to utilize basic math and computer skills. Understand government health, hotel, or food service regulations. Recognize customer intoxication. Ability to lift minimum of 50lbs. Ability to work on feet for duration of 6 or more hours. Ability to communicate with customers in a friendly and professional manner.

Environmental Conditions

Inside: Protection from weather conditions but not necessarily from temperature changes.

Outside: As events encompass the entire 11.67 acre property, essential functions of this job include working outdoors. In inclement weather events are moved inside or under outdoor tents facilitated by the client(s). Must be able to adapt to climate changes and work in all weather conditions and seasons.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

Hourly wage \$7.75/hr plus tips split with fellow service staff and bartenders.