



CEDAR LAKE CELLARS

## *Event Staff*

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**MISSION:** *We create memorable experiences that exceed expectations and inspire each guest to return and celebrate.*

**VALUES:** *Advancement, Honesty, Excellence, Accountability & Detail*

### **Job Description**

**POSITION / TITLE:** Event Floor Staff

**REPORTS TO:** Events Sales Manager

**ESSENTIAL FUNCTIONS:**

- The ability to work long hours is a must.
- Ability to work well with co-workers using teamwork. (Our motto is OLOT- one log, one team).
- Encompass a positive attitude under pressure.
- Greets and interacts with all guests in a friendly and courteous manner
- Always have a smile on your face
- Takes initiative to seek out additional information or tasks when needed.
- Understands proper food and beverage service practices.
- Complete training program with Event Lead

**RESPONSIBILITIES / TASKS:**

- The clock is used in the mobile bytes system at the appropriate terminal in the Winery. Unless management approves, you may clock in before your scheduled shift no earlier than 7 minutes.
- Ensure you come to work in your approved CLC uniform (CLC-issued shirt, black Bermuda shorts, black pants, black socks, and black non-slip tennis shoes).
- Show up to work on time. Jumpstarts with the team happen before the event occurs. These jumpstarts provide pivotal information about the event that is happening as well as the giving out of assigned tasks using a BEO.
- Gather information needed to carry out assigned tasks using a BEO.
- Assigned tasks on the BEO may include:
  - Set up of client's décor
  - Assist in the set up and lighting of heaters for space (if needed)
  - Polishing silverware and rolling or folding napkins
  - Set up of tables with silverware, glasses, and plates.

- Setting up of non-alcoholic drink station.
- Setting up of the buffet station with all essential tools
- During the event, interact with all guests appropriately.
- Assist in the transition of space and ceremony to reception (moving of tables and chairs)
- Assist in the bussing of tables
- Assist in the breakdown of events:
  - Breakdown of the buffet station
  - Break down of the drink station
  - Cleaning of back of house
  - Break down of client's décor
  - Sweeping and mopping of space
  - Collecting and bagging linens (take to the linen dumpster)
  - Cleaning of restrooms
  - Taking out of trash
  - Ask about the spaces for the next day's operations (if applicable).
- Please check in with the manager on duty to see what other tasks they would like you to complete before your shift ends for the day.
- Clock out using the mobile bytes system at the appropriate terminal in the Winery.
- See you at the next event!

**CHARACTERISTICS / SKILLS:**

- Must be able to work in a fast-paced environment
- Be able to stay cheerful when under pressure
- Be courteous and friendly to guests and staff members
- Always have a smile on their face
- Always be willing to help out guests and staff members when in need
- Be a team player (we believe in teamwork; our motto is OLOT- One Logo, One Team.

**EXPERIENCE / EDUCATION:**

- Has to be 21 years of age to sell and distribute alcohol
- Experience in food and beverage is a plus
- Experience in the event industry is a plus
- Serve Safe Certification is a plus

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

- Must be available to work weekends.
- Hours: (this is business determined)
- Friday 10 am-9 pm
- Saturday 10 am-9 pm
- Sunday 10 am-6 pm
- Ability to carry up to 25 pounds
- Ability to work in a standing position for extended periods for events.



**NOTE:**

This job description represents the minimum duties required to perform the position outlined in this document. The duties listed are aligned with the current business objectives of Cedar Lake Cellars, and are subject to change based on future business needs and/or requirements.

All candidates agree to complete an assessment for selection.

Cedar Lake Cellars and Investa Management is an equal opportunity employer.