

Event Setups for Camp Allen

Supervisor: Event Services Coordinator

Directs: Non-Supervisory

Compensation: Hourly Compensation

Job Description:

- Set-up and teardown of the meeting and event rooms as outlined by the banquet event order. This includes moving, lifting, carrying, rolling, and stacking tables, chairs, podiums, staging, linens, and carpets.
- Prepare room environment such as lighting and temperature.
- Ensure that all table and other items have been set properly according to the Event Services Coordinators direction.
- Maintain venue including vacuuming floors, steam cleaning, cleaning walls, windows and mirrors. Maintain beautiful floors and overall cleanliness of meeting and guest usage areas, including lobby's, storeroom, patios, hallways, and other areas as assigned.
- Proper care, movement, and storage of all equipment such as tables, chairs, risers, dance floor, etc.
- Set out and prepare audio visual accessories as required by banquet event order.

Job Requirements:

- Must be able to work in a team environment.
- Must be able to lift at least 60lbs.
- Must be able to work in a team environment
- Must be able to use all equipment provided by department.
- Must have a valid Driver's License or reliable means of transportation.

This job description is not an exclusive or exhaustive list of all job functions that Setup Crew may be asked to perform from time to time.

Education: High School Diploma or GED

Required Experience: Previous experience is not required.