

# CHANKASKA CREEK

RANCH & WINERY™

## **JOB DESCRIPTION**

**DATE:** March 2017

**TITLE:** Event Set Up | Part Time Position

**REPORTS TO:** Event Director

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## **POSITION SUMMARY:**

We are looking for passionate candidates with a positive, can-do attitude. This candidate must have the passion for all things wine, be organized, detail oriented and self-driven, but most importantly, must have the eagerness to take the initiative to provide excellent hospitality, as we believe this is most important element to offering a world-class winery and event experience.

The position centers around creating and executing the perfect experience and the perfect venue for our clients and providing exceptional customer service and top-notch event logistics and execution at various client and winery events. This position entails setting up, taking down, and hosting special events held on a frequent basis at both our indoor and outdoor venue spaces.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Job Responsibilities:**

- Prepare venue site for each specific event assuring all needs of the customer are met which may include cleaning, setting up tables and chairs, sweeping, dusting, weeding, picking up, hauling, lifting etc.
- Coordinate services for events, such as set-up, facilities, catering, signage, displays, special needs requirements.
- Inspect event facilities to ensure that it conforms to customer requirements.
- Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises.
- Assist Event Director with duties as assigned.
- Assist caterers as needed.
- Keep grounds and facilities clean by emptying trash, picking up rubbish, assisting caterers with cleaning.
- Clean and shut down of venue site and restore to pre-event condition.
- Assure rules and policies of the vineyard and winery's grounds and events are followed.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual circumstances.
- Call Police or fire departments in cases of emergency, such as fire or presence of unauthorized persons or any situation posing unsafe conditions.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Communicate and appropriately warn persons of rule infractions or violations and follow appropriate protocol for dismissal from property.
- Cleaning as needed.
- Reports to Event Director and General manager.
- Availability on Friday, Saturday and Sunday daytime and evening hours required.
- Represent company brand professionally, graciously and enthusiastically.

## **JOB SPECIFICATION:**

### **Knowledge, Skills, and Abilities:**

- Good written and oral communication skills.
- Strong attention to detail.
- Must be self-motivated
- Must be able to multi-task and abide by deadlines
- Acquire active listening and critical thinking skills in a potential high-stress environment.
- Highly customer service oriented.
- Valid Driver's License.
- Strong proficiency using MS Word, and Excel.
- Demonstrated capability to interface and maintain effective relationships with all level of employees in a team-oriented environment.
- Other critical skills include planning & organizing; problem identification/resolution, multi-tasking,

follow-through skills to bring tasks to closure in a timely manner, priority setting, and having a sense of urgency in accomplishing tasks in a timely manner.

- Excellent hospitality, sales, organizational, and customer service skills.
- Must be available and willing to work on Friday, Saturday and Sunday.
- Ability to stand on one's feet for extended periods of time.
- Must be able to lift and move 50 lbs.

**COMPENSATION:**

Hourly wage + tips.

**INQUIRIES:**

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