

Event Setups for Camp Allen

Supervisor: Event Services Staff (Setup Crew)

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 and banquet event order.
- Maintain venues including vacuuming floors, steam cleaning, cleaning walls, windows and mirrors. Maintain beautiful floors and overall cleanliness of meeting and guests usage areas, including lobby's, storeroom, patios, hallways, and other areas as assigned.
- Proper care, movement, storage of all equipment such as tables, chairs, risers, dance floor, etc.
- Will set out and prepare audio visual accessories as required by banquet event order.

Minimum Qualifications

- 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 and follow written or oral directions.
- Must be able to use all equipment provided by department.
- Valid Drivers License or reliable transportation means.

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. Some weekends and holidays are required.

Education: High School Diploma or GED

Required Experience: Previous experience is not required.