



## JOB DESCRIPTION

**JOB TITLE:** Venue Coordinator

**REPORTS TO:** Event Sales and Business Development Manager

**STATUS:** This is a part-time non-exempt position. Average hours worked are 25 to 30 hours a week. Some weeks could be as high as 40 hours depending on the volume of events and as we grow and could lead to a full-time position.

**JOB SUMMARY:** We are searching for an engaging, friendly, Venue Coordinator to join our team. This role serves as the coordinator on duty for all of Stonewall Farm's private event rentals and some public functions. It involves event set-up and breakdown, assisting guests, cleaning and bussing tables, managing parking lot traffic, enforcing safety rules and state regulations and providing an outstanding experience for all visitors to the farm. The job requires lots of lifting and moving tables and chairs both in the building and to outside locations on the farm.

**ESSENTIAL FUNCTIONS:** (Note: the following list of essential functions is not exhaustive, and may be supplemented as necessary.)

### Event Set-up

1. Assisting with planning, scheduling, and other pre-event details by meeting with clients to plan their event
2. Be able to read and interpret Banquet Event Orders (BEOs) and follow instructions from Manager
3. Participate in setting up events in an efficient manner including moving tables, setting tables and chairs, staging and portable stairs, sound systems, media, podiums, buffet set-up, bar set-up, etc.
4. Have all meeting and event rooms prepared and ready for guest use at least 60 minutes prior to the contracted time
5. Inspect cleanliness and presentation of all china, glass and all service ware
6. Clean designated areas in accordance with defined procedures
7. Maintaining and cleaning rental materials (chairs, tables, etc.) and the buildings and grounds

### Event Management

1. Serve as manager-on-duty during events ensuring a safe environment for all guests and vendors and that event complies with all safety regulations
2. Acknowledge and welcome each guest with a smile, eye contact, and a friendly greeting (use guest name whenever possible)
3. Know the features of the venue and entire farm to be able to describe and discuss them with guests
4. Adherence to sequence of service standards
5. Format menus, place cards, signage and other print materials as needed

6. Provide logistical support for vendors, monitor patrons and patrol premises including opening the building for event vendor load-in or closing building after event load out
7. Serve beverages according to state laws and in a professional, courteous manner
8. Anticipate guests needs/expectations and exceed them
9. Communicating with clients, caterers, staff, etc. to make the event successful
10. Clean tables and ensure they are cleaned once guests have finished (balance speed without rushing guests)
11. Cleaning facility as needed throughout the duration of the event, this includes bathrooms, kitchen floors and outside grounds and walkways
12. Assisting bartenders with set-up, break down, and bar service when necessary
13. Resolving problems that may occur during the event, such as crowd control, conflicts with guests, heat/water/electrical needs or emergencies

### **Event Break Down**

1. Clean up after the function; vacuum, sweep, mop, collect garbage and trash, and re-organize back aisle or storage/staging areas as assigned, put equipment and supplies away in their proper storage areas
2. Ensure bar area and glassware are all cleaned, properly stored and ready for next event
3. Complete all assigned side work before leaving

### **Misc.**

1. Maintain personal hygiene to ensure food safe for consumption ( proper handwashing, cover wounds) and take pride in appearance
2. Assist in and provide tours of the venue as needed
3. Perform other duties as assigned

**ADDITIONAL COMMENTS:** All employees of Stonewall Farm are responsible for collaborating with each other to achieve the organization's mission and all goals. All employees are responsible for following policies and procedures of Stonewall Farm. Employees are not permitted to use farm equipment or assets for personal use or gain or loan/sell equipment with exception of benefits outlined in the Employee Handbook.

**QUALIFICATIONS:** Minimum one year related work experience ( hotel banquet preferred) • Friendly and motivated with strong customer service focus • TIPS certification ( within 30 days if expired) • Proficient in English language • Available evenings, weekends, and nights Previous experience bartending

### **PHYSICAL REQUIREMENTS:**

**We expect you are physically able to perform your duties and responsibilities as identified in this job description.**

1. Be able to lift, bend, and carry a minimum of 30 pounds (stacks of chairs, loaded serving trays, tables, etc.).
2. Mental/visual (mind/eye/hand coordination)
3. Walk/sit/stoop/kneel/stand

4. Ability to work in adverse weather conditions
5. Climbing up to various heights
6. Driving (must have dependable transportation)
7. Lifting up to and including 75lbs.
8. Able to stands for long periods of time
9. Able to work outside in all kinds of weather

Please sign and date below, identifying your receipt, understanding and acceptance of the above Job Description and Position. Please note this is not a contractual agreement, employment can be terminated by either party at will.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_