

# Job Posting

## Banquet Houseman



### DESCRIPTION

White Pines Golf Club & Banquets is seeking qualified applicants for the position of Banquet Houseman . On-site facilities include: Tent Pavilion (350+ capacity), Banquet Room (250+ capacity) and The Pine Room (80 capacity), 2 outdoor ceremony sites and 37 Bar & Grill. Reports to the Building Maintenance Manager.

### DUTIES AND ESSENTIAL JOB FUNCTIONS

- Work closely with banquet hosts to ensure proper set-up for each event.
- Timely arrival to shifts dressed in proper uniform with standard grooming expectations.
- Provide friendly, efficient and courteous service to guests and co-workers.
- Set up and break down of spaces with tables, chairs, linens, sound systems, etc., for specialized and standardized event situations.
- Set up and break down of 2 outdoor ceremony sites according to specification.
- Open, close and secure event areas and buildings as required.
- Keep clean certain portion of event spaces, and furniture before and after events to be customer ready at all times.
- Must be available to work late nights, weekends, holidays and early morning shifts as required by the event calendar.
- All other duties as deemed reasonable and necessary as determined by the event calendar and seasonal staff reductions.
- Janitorial duties as needed for each event (before & after)

### QUALIFICATIONS

- Must have at least 1-2 years of prior experience using similar skills.
- Must have valid drivers license & reliable transportation
- Must be 18 years old. High School Diploma or equivalent preferred.
- Requires the ability to lift up to 50+pounds and other strenuous activity
- Must maintain the organization of the banquet storage area and all related supplies.
- Must be detail-oriented.
- Must have excellent communication skills in English, both orally and in the written form.
- Must be able to read, interpret and troubleshoot a diagram as utilized in event set-up.
- Must be able to react quickly and calmly to last minute changes.
- Must have good interpersonal skills along with a friendly, outgoing personality.
- Must maintain high professional standards of customer service, appearance, and behavior.
- Must be able to work as part of a team and with self-direction.

**JOB STATUS** Part time/Seasonal                      **DEPARTMENT** White Pines Golf Club

**FSLA STATUS** Non-Exempt                      **SALARY** \$11.00 per hour

**HOURS** Evenings, daytime, weekdays, weekends and holidays – varied – 1000 hours Max

**HOW TO APPLY** Qualified applicants may submit application and resume to [Banquets@whitepinesgolf.com](mailto:Banquets@whitepinesgolf.com)