



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

JOB DESCRIPTION

TITLE: Banquet & Event Mover / Set Up Attendant

REPORTS TO: Banquet Manager
Assistant Banquet Manager

DEPARTMENT: Food & Beverage

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

The Banquet & Event Mover / Set-Up Attendant is responsible for the physical set-up, assembly and arrangement of tables, chairs, bars, and equipment at various locations throughout the Resort in accordance with event orders, as well as tear down and clean-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lift, carry, and load Banquet & Event furniture and equipment weighing up to 75 pounds onto box truck for transport to and from various resort locations, including up and down stairs.
- Set up furniture and equipment prior to events.
- Tear down, transport and store furniture and equipment after events.
- Set linen on tables / fold napkins, polish glassware.

KNOWLEDGE, SKILLS AND ABILITIES

- High School Diploma or GED
- Ability to work independently and/or with a team, exercise good judgment and sound decision-making required.
- Ability to follow directions and pay particular attention to Banquet & Event Order (BEO) details.

LICENSURE / CERTIFICATION REQUIREMENTS

- Valid Driver's License
- Participation in ongoing training and education.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- This is a labor-intensive position. Physical ability to frequently lift and/or move up to 75 pounds on a regular basis and operate box truck is necessary.
- Morning and/or early afternoons weekdays, weekends, and some holidays.
- While performing the functions of this job, the employee must be able to walk forward, backward, side to side, and/or up and down stairs while carrying furniture.

- Work involves stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist, climbing stairs, lifting, pushing, carrying, standing, and walking for extended periods.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Banquet Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Banquet Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date