



The Gardens of Castle Rock Wedding Set-Up Team Member

Objective: To efficiently and effectively set-up venue for wedding ceremonies, receptions and events.

Part-time/\$13-\$15 an hour (DOQ)

Supervises: N/A

Reports to: Set-Up Lead

Do you enjoy being outside and working with your hands? Are you looking for a flexible part-time job in a fun environment where you learn new things through a variety of tasks?

The Gardens of Castle Rock is looking for Wedding Set-Up Team Members to join our team. What is a Wedding Set-Up Team Member? Great question! A Wedding Set-Up Team Member works with other Set-Up Team Members under the direction of the Wedding Set-Up Lead to efficiently set up the ceremony and reception space the morning of a wedding at The Gardens of Castle Rock.

Responsibilities

- Arrive at venue ready to work at 7:00 a.m., unless otherwise scheduled.
- Show respect and courtesy to fellow team member and **everyone** visiting The Gardens.
- Arrange tables & chairs in reception tent according to couple's diagram. Wash, dry & sanitize tables & chairs.
- Help arrange head table risers, if rented by couple.
- Clean reception tent floor by using a broom and dustpan, leaf blower, scrub brush & bucket, etc....
- Arrange mid-height tables, high-top tables and 6 ft tables throughout the patio & fireplace area according to couple's request. Wash and sanitize.
- Clean and sanitize back bar area and sink.
- Arrange ceremony location with chairs or benches according to couple's request. Wash & sanitize.
- Move natural wood ceremony table to ceremony location, if requested.
- Set-up tables for caterer in Main Assembly Building as requested. Wash & sanitize.
- Stock firewood, clean fireplace, sweep fireplace ledge & build fire for later use.
- Put trash bags inside garbage cans & recycling receptacles & set out in locations instructed by Venue Set-Up Lead.
- Set out liquid dump buckets in locations instructed by Venue Set-Up Lead.
- Complete additional landscaping, maintenance or cleaning as instructed by the Venue Set-Up Lead or Venue Owner to ensure the venue looks exceptional for events.
- Continually be looking for litter, garage or out of place items and cleaning up.
- Vacuum office area and spot clean, as needed.

Qualifications

- At least 15 years old
- Professional & courteous
- Customer service skills
- Organized and detail-oriented
- Ability to complete tasks quickly, correctly & efficiently
- Ability to perform a variety of physical tasks which includes, but is not limited to moving heavy objects, walking, bending, standing for long periods of time and lifting.

Dress Code

- The Gardens of Castle Rock T-shirt & Fleece (provided)
- Black, gray or khaki colored pants, capris, or shorts. Shorts must be at least two inches above the knee.
- Nametag positioned on right side of T-shirt or fleece (provided)
- The Gardens baseball style hat or visor (provided)