



The Gardens of Castle Rock Wedding Set-Up Team Member

Objective: To set up the venue efficiently and effectively 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 various tasks?

The Gardens of Castle Rock is looking for Wedding Set-Up Team Members. 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 the venue ready to work at 7:00 a.m., unless otherwise scheduled.
- Show respect and courtesy to fellow team members and **everyone** visiting The Gardens.
- Arrange tables and chairs in the reception tent according to the couple's diagram. Wash, dry, and sanitize tables and chairs.
- Help arrange head table risers, if rented by the couple.
- Clean the reception tent floor 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 and fireplace area per the couple's request. Wash and sanitize.
- Clean and sanitize the back bar area and sink.
- Arrange the ceremony location with chairs or benches according to the couple's request. Wash and sanitize.
- Move the natural wood ceremony table to the ceremony location, if requested.
- Set up tables for the caterer in the Main Assembly Building as requested. Wash and sanitize.
- Stock firewood, clean fireplace, sweep fireplace ledge, and build fire for later use.
- Put trash bags inside garbage cans and recycling receptacles and set them out.
- Set out liquid dump buckets in locations instructed by the 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, garbage, or out-of-place items and cleaning up.
- Vacuum office area and spot clean, as needed.
- Sort recycling bags after each wedding.

Qualifications

- At least 15 years old
- Professional & courteous
- Customer service skills
- Organized and detail-oriented
- Ability to complete tasks quickly, correctly and 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, and lifting.

Dress Code

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

Interested? Contact info@thegardensofcastlerock.com to request an application.