



## Event Staff & Bartenders Job Description

**Date:** February 2025

**Reporting Supervisor:** Logistics Manager

**Status:** Non-exempt

**Position Grade:** 2

### **Position Overview:**

The Event Staff & Bartenders are seasonal employees of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Director of Rentals Services to assist in the operational activity of Stan Hywet Hall & Gardens rentals and events.

### **Essential Duties and Responsibilities:**

1. Maintain a professional attitude and demonstrate a superior level of hospitality skills when working with the public, volunteers, and staff.
2. Must have the ability to assist the Event Manager with all operations of rentals, special events, and meetings.
3. Must be able to assist guest with knowledge of Stan Hywet's services and events.
4. Ability to set-up and tear-down a room as requested.
5. Must be able to greet and transport guests, cross walks, and parking lot activity as needed.
6. Ability to drive a tram and certification required.
7. Assist rental parties, photographers, and caterers as necessary.
8. Provide help to the caterers including changes in set-ups and light custodial duties when required.
9. Direct and assist with deliveries and inventory relating to events.
10. Assist the Rentals department as needed.
11. Knowledge and ability to bartend and manage a cash drawer (must be 21 or older).
12. Assist with set-up, ice, and trash as needed.
13. Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have a valid Ohio Driver's License.



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2. Must be 21 years or older **if** performing bartending responsibilities.
3. Ability to interact effectively and professional and demonstrate the highest level of hospitality skills.
4. Flexible work schedule.

### **Education and/or Experience:**

1. A minimum of a High School diploma, or equivalent, is highly desirable.
2. Prior bartending experience a plus.

### **Usual and Customary Expectations:**

1. Should expect constant bending, stooping, kneeling, and crouching; and requires full extension of arms, and grasping, holding and pulling in all these positions.
2. Should be able to lift and carry approximately 30-50 pounds.
3. Ability to work in a standing position 95% of the day.
4. Non-traditional hours required.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date