Event & Bar Services Supervisor
(*This is a **temporary** full-time position*)

Weekly schedule varies based on event schedule; must be able to work nights and weekends

Responsibilities:

- Event set-up and tear-down in the Riverside Room
  (place tables, chairs and any other items requested by client based on event planner.)
- Ability to read a floor plan and follow directions
- Cleaning of Riverside Room, catering kitchens, restrooms, store rooms, and outdoor space relating to the Riverside Room.
- Ability to professionally communicate with clients
- Ability to direct Taskforce and Operation Associates to complete assigned tasks
- Order bar supplies, check freshness of existing supplies
- Inventory of bar supplies
- Keep bars and bartending supplies in good, clean working order
- Train and schedule bartenders based on event needs
- Count and complete paperwork for cash bar revenue
- Store runs for any last minute or special client requests
- Create all signs, inventory sheets and tally sheets associated with bars
- Assist with quarterly health department review of kitchens
- Cleaning and maintaining the Riverside Room, catering kitchens, restrooms, store rooms, and outdoor space

Qualifications:

- Demonstrated ability to work as part of a team in a constantly changing environment as well as individually, with minimal supervision.
- Strong customer service, time management and problem solving skills needed
- Must be proficient in Microsoft Office Programs, i.e. Excel, Word, Outlook

Physical Requirements:

- Must be able to lift 50+ pounds on a daily basis
- Ability to remain on feet for long periods of time, climb stairs, bend and stoop