



JOB TITLE

Event Host (1-2 daytime positions and 2-3 evening closing positions)

MISSION STATEMENT

At Harvest Moon Pond, we are committed to providing a high-level client experience that exceeds expectations. Along with our dedicated, passionate, and servant-hearted staff, we strive to create an environment where everyone feels welcome. We exist to provide a beautiful indoor & outdoor venue where others can have meaningful celebrations & create memories to last a lifetime.

GENERAL JOB DUTIES

- **Evening event host shifts:** The duties of a wedding day may include, but are not limited to: greeting guests, assisting vendors, keeping up and cleaning of bathrooms, disposal of trash throughout the event, client interaction throughout the event, setting up and taking down of chairs indoors and outdoors, tracking borrowed/rental items, making sure guests have all belongings at the end of the night, shoveling and spreading salt in winter months, etc. It will also include the clean and reset of the venue to prepare for a wedding or event the following day. This position will close the venue at the end of the event and make sure all guests have left the property.
- **Participate in Open Houses:** The event host will be asked to participate in two venue open houses per year to assist the venue manager/owners.
- **Prepare venue for upcoming events:** The event host will follow the guidance of the event manager on site and work side by side with the entire closing team to complete venue checklists for closing.
- **Other misc. tasks** as assigned to be completed during closing shift.
- **Daytime event host shifts:** The daytime duties will include setting up and taking down of ceremony chairs, stocking firewood, stocking ice at bar, maintaining the grounds (pulling weeds, watering flowers, etc), stocking bathrooms/kitchen with items as needed, setting up/assisting with audio equipment as needed, spreading salt in winter months and other misc. projects as needed.

MINIMUM REQUIREMENTS

- Must be 16+ years to apply.
- Ability to work on feet for a duration of 8 or more hours, lift 50+ pounds, & climb a ladder.
- Must have a valid driver's license and reliable vehicle. Must be willing to drive UTV.
- Must be willing to work in all weather conditions, inside and out.
- Must be available on Friday, Saturday and Sunday evening shifts (typically 4pm-midnight) OR Friday, Saturday and Sunday daytime shifts (typically 9am-5pm)
- Must work at least 20 events/year (4+ a month May-October)

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be a self-starter with ability to multitask while excelling in a team setting.
- Must be flexible as this position can change on a daily basis as weather related changes can arise.
- Must have a strong attention to detail & the ability to follow a detailed checklist.
- Assist any and all departments as needed and perform all other related duties as assigned.
- Must enjoy hospitality and be service-minded.
- Must have a desire to serve others & have a positive attitude.
- Must be reliable, efficient and an independent problem- solver.
- Must be able to remain calm in stressful situations & handle customer conflict resolution in a confident and professional-manner.
- Must have an approachable presence with good customer service skills and a professional appearance.
- Must be able to confidently interact with clients, serve them well & be a good listener.
- Must be able to recognize guest intoxication and notify the manager to assist in handling accordingly.
- Must be efficient & confident as this position is responsible for closing down the venue.

COMPENSATION/SCHEDULE/AVAILABILITY

- Ability to work weekends is essential. Company is closed Thanksgiving Day, Christmas Eve, and Christmas Day only.
- This is a part time seasonal position (May – October) with limited hours offered November through April
- \$11-13/hour

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

HOW TO APPLY

Applications will be accepted until this position is filled.

For best consideration, please submit the following by **March 15, 2021**:

Online Application: <https://harvestmoonpond.com/join-the-team/>