

SET-UP

OVERVIEW OF JOB

WHO: General Description

"SET-UP" person is part of our Back of the House Support Team. This means that you don't have contact with the clients, but set up for their wedding. Need to enjoy working alone, take pride in your work, be energetic and able to lift and carry banquet tables and climb stairs. Mature, common sense person who can organize their day developing efficiency the more you understand the job.

WHAT you will be doing

General duties:

1. Clean up of previous event. Sweeping, mopping, table & chair arranging.
2. Set up for the upcoming event putting new linens on tables and skirting tables
3. Organizing linen and cleaning supplies and cleaning utensils i.e. brooms, mops etc
4. Setting up outdoor chairs for ceremonies
5. Cleaning outdoor areas including porches, patio areas, parking lot and grounds

WHEN 7am Saturday, Sunday and Monday as scheduled.

- Schedules are posted 2 to 3 weeks in advance
- If you need special days off, it must be in writing and approved at least two weeks in advance
- In general, the shift will be 4-6 hours
- You must stay till the job is done unless approved to leave by set-up crew leader or manager.

WHERE

- Each room has a specific number of people and number of hours it generally takes to complete
- Each room has a specific work sheet. When you arrive, determine who will work in which room. General division of work: Carriage House: 2 people; Raisin River Café 2 people for beginning then send one to Henry Ford Room.
- "SET-UP" is a position in which previous job experience is limited. As such, you have been hired for your sense of humor, common sense, high level of energy and ability to focus on what needs to be done and ability think on your feet.

HOW DO SET-UP PEOPLE ACCOMPLISH THEIR JOB?

- A worksheet & a checklist are provided for each room. Go to the room you are scheduled for.
- Take all of your linen and supplies to that room at one time once the room is cleaned to avoid wasted energy!
- Using the Van: People working in the HF and HFB may use the Van. Get all of the linen required and supplies before starting in the van and drive it around to the front.

WHAT DO SET-UP CREW WEAR

- DRESS CODE: comfortable shoes and clothes that will get dirty.
- There are lockers in the employee bathroom that you may put your good clothes.

BREAKS & MEALS

- Come fed and fueled up and ready to work. Do not bring in your breakfast, punch in and eat before working
- No smoking is allowed on the property indoors or outdoors.
- Do not leave the property while punched in
- You may punch out after four hours and take a coffee or meal break for 20 minutes. Most people do not want to do this, but you have that option.

MERIT RAISES

- Attendance and punctuality
- Following instructions and worksheet set-up diagrams
- Completion of work on checklist. Not leaving items undone and putting dishes, skirting, linen etc away
- Proper set-up of chairs and tables in rooms with the right number of chairs, tables, skirted tables etc.
- Staff following doesn't have to do a lot of set-up jobs before they start.
- Putting things away where they belong. See STORAGE OF THINGS
- Stocking supplies as needed. Writing on board items we need
- No complaints on customer evaluations.
- Ability to stay focused using common sense and innate intelligence
- Ability to get along and work as a team, good attitude