



## JOB DESCRIPTION

**POSITION TITLE:** Events Staff  
**DEPARTMENT:** Food & Beverage  
**SALARY:** \$15.00  
**POSTING DATES:** **Until Filled**

### JOB DESCRIPTION:

The Events Staff works under the direct supervision and guidance of the Event Manager and Event Coordinator. He/She provides catering services for meetings, banquets and concerts.

### DUTIES, RESPONSIBILITIES AND AUTHORITY:

- Set up tables, chairs and equipment.
- Cater and cleanup for all meetings, banquets and concerts.
- Set up chairs, run equipment and clean up after concerts.
- Clean all equipment (TV's, VCR, overhead, chairs and tables) as needed for meetings and banquets.
- Shampoo carpets in all meeting rooms.
- Wash windows in all meeting rooms
- Preparing and cook meals, snacks, and other food items as required for al events. This includes, but is not limited to, preparing and serving a variety of dishes, managing food presentation, and ensuring all food safety standards are met.
- Prepare and serve continental breakfast items such as pastries, fruits, cereals, and beverages, ensuring freshness, and variety.
- If driving is to be done, a valid North Dakota Drivers License is required.
- Other duties as may be assigned.

### RELATIONSHIP TO OTHER POSITIONS AND ENTITIES:

Assists other departments as needed. Mainly the food/beverage, security, etc.

### QUALIFICATIONS:

Must be eighteen years of age. Must be in good physical health. Must be able to lift heavy equipment. Must be able to work odd hours.

### EMPLOYMENT STATUS:

Call-In position. Native American preference applies.