

## **Restaurant and Events Assistant Position – Black Rock Country Club**

\$20 per hour. Average 35/40 hours per week. Schedule will change weekly-must be available nights and weekends

### Tasks:

Replying to and answering questions in a timely manner to all package requests

Wedding and event tours

Wedding Tastings

Social media management

Office organization

Assist in set up of events

### Wedding Day

- Set up of décor, place cards, etc
- Handle wedding party early arrivals, first look situations from setting up the bridal suite with champagne and water to taking B&G to the 14<sup>th</sup> hole before or after ceremony
- Assistant to wedding captain when there are ceremonies. Stay through post ceremony photos.

### Member events

- Assist in researching ideas and local vendors available to mix up and add new member events
- Email confirmations and keeping track of rsvps. Day of final check of floor plans/seating assignments
- Day of set up of specialty linens, décor etc, greet vendors/characters, manage prizes/goody bags
- Day of Management non-food aspects of member events such as but not limited to: Daddy Daughter Dance, St. Patrick's Day, Pancake Breakfast, Memorial Day Party, End of School Party, Movie Nights, Sports banquet, Pumpkin Party, Halloween Party, Gingerbread, Santa Brunch, Mem Holiday party

### Captain

- On occasion, captain small events such as meetings and kid's birthday parties

### Grille Room

- Work as an assistant to the Food and Beverage Director
- Beverage inventory
- Additional tasks as needed

### **Contact:**

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