



RUNNER/EVENT STAFF JOB DESCRIPTION

Our Runner/Event Staff team members would be responsible for providing support to our bar/kitchen staff and setting up for future weddings or events. They play an important role in guest satisfaction at *foundry 45*.

DUTIES AND RESPONSIBILITIES:

- Clearing, cleaning, and pushing in bar stools to make sure the space is ready for the next customer
- Assisting customers with queries, requests and redirecting if necessary
- Assisting bar/kitchen staff
- Wiping down tables and chairs before they are moved
- Making sure the coolers and ice bins are stocked
- Setting up tables and chairs for upcoming events
- Assist Event Manager with setting up decor for rental events
- Checking the restrooms in the Hall and Bar 45 to make sure they are stocked with paper towel and toilet paper, garbage cans and garbage bins in women's stalls are emptied and mirrors are cleaned
- Additional responsibilities or duties as assigned by a manager

SKILLS AND QUALIFICATIONS REQUIRED:

- Excellent communication and interpersonal skills
- Highly motivated and responsible
- An out-going, people-orientated and fun personality
- Fantastic customer service skills and high expectations for quality
- Enthusiasm and lots of energy
- Strong work ethic and can multitask
- Flexible work hours

EDUCATION, EXPERIENCE & LICENSING REQUIREMENTS:

- Minimum of 14 years of age
- Availability to work nights, weekends, and holidays
- Prior experience working in a bar, restaurant, or event venue a plus

Employee Signature

Date