



Carpathia Club- Event Staff Job Description

Job Title:	Event Staff	Working Hours:	As needed
Location:	Sterling Heights, MI	Travel Required:	None
Level/Salary Range:	\$12 per hour	Position Type:	Part Time
HR Contact:	Hall Manager	Date Posted:	9/7/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	12/31/2021
Organization website:	www.carpathiaclub.com		

Applications Accepted By:

EMAIL:

carpathiaclub@comcast.net
Subject Line: Event Staff Position

MAIL:

Carpathia Club
38000 Utica Road
Sterling Heights, MI 48312

Job Description

OVERVIEW OF THE CARPATHIA CLUB

FROM CHOIR TO MORE

CARPATHIA CLUB IS A NOT-FOR-PROFIT CULTURAL ORGANIZATION ESTABLISHED IN 1913.

STARTED AS THE CARPATHIA CHOIR (CARPATHIA SINGING SOCIETY), THE CLUB HAS GROWN TO INCLUDE A VARIETY OF INTERESTS INCLUDING DANCE GROUPS, SOCCER, SPORTSMENS GROUP, BRASS MUSICIANS, GERMAN SCHOOL, LADIES GROUP, GROUPS FOR SENIORS - AND THE CLUB STILL HAS AN EXCELLENT CHOIR.

THE CARPATHIA CLUB ALSO HAS A ROBUST EVENT VENUE FOR WEDDINGS, SHOWERS, GRADUATION PARTIES, CORPORATE EVENTS AND MORE!

ROLE AND RESPONSIBILITIES

Event staff is responsible for providing services at cultural and events (weddings, showers, graduation parties, corporate events...).

List of major duties

1. Event setup (as needed); serving tables, tables, chairs, tablecloths, chair covers, decorations...
2. Food Preparation (as needed)
3. Food Service (buffet, family style, plated dinners...)
4. Removing tableware, dishes, utensils... as needed
5. Clearing dirty tableware, dishes, glasses, utensil, serving containers...
6. Assist dishwasher as needed
7. Assisting cook as needed
8. Assisting bartenders as needed

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- 9. Delivering food (family style or plate service)
- 10. Cleaning any spills in kitchen and dining areas
- 11. Maintaining rest rooms as needed
- 12. Assisting guests as needed
- 13. Other duties as requested by Hall Manager or Event Manager

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent

PREFERRED SKILLS

Excellent communication skills

Emotional intelligence

Knowledge of food service

ADDITIONAL NOTES

Reviewed By:	Carpathia Management Team	Date:	9/7/2021
Approved By:	Rob Hanschu	Date:	9/7/2021
Last Updated By:	Rob Hanschu	Date/Time:	9/15/2021