



1000 W. Wood Street
Bensenville, IL 60106
Phone (630) 766-7015
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EMPLOYMENT OPPORTUNITY White Pines Golf Club & Banquets Banquet Houseman

DESCRIPTION

White Pines Golf Club & Banquets is seeking qualified applicants for the position of **Banquet Houseman**. On-site facilities include: Tent Pavilion (350+ capacity), Banquet Room (250+ capacity) and The Pine Room (80 capacity), 2 outdoor ceremony sites and 37 Bar & Grill. Reports to the Building Maintenance Manager.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Work closely with banquet hosts to ensure proper set-up for each event.
- Timely arrival to shifts dressed in proper uniform with standard grooming expectations.
- Provide friendly, efficient and courteous service to guests and co-workers.
- Set up and break down of spaces with tables, chairs, linens, sound systems, etc., for specialized and standardized event situations.
- Set up and break down of 2 outdoor ceremony sites according to specification.
- Open, close and secure event areas and buildings as required.
- Keep clean certain portion of event spaces, and furniture before and after events to be customer ready at all times.
- Must be available to work late nights, weekends, holidays and early morning shifts as required by the event calendar.
- All other duties as deemed reasonable and necessary as determined by the event calendar and seasonal staff reductions.
- Janitorial duties as needed for each event (before & after)

QUALIFICATIONS

- Must have at least 1-2 years of prior experience using similar skills.
- Must have valid drivers license & reliable transportation
- Must be 18 years old. High School Diploma or equivalent preferred.
- Requires the ability to lift up to 50+pounds and other strenuous activity
- Must maintain the organization of the banquet storage area and all related supplies.
- Must be detail-oriented.
- Must have excellent communication skills in English, both orally and in the written form.
- Must be able to read, interpret and troubleshoot a diagram as utilized in event set-up.
- Must be able to react quickly and calmly to last minute changes.
- Must have good interpersonal skills along with a friendly, outgoing personality.
- Must maintain high professional standards of customer service, appearance, and behavior.
- Must be able to work as part of a team and with self-direction.

JOB STATUS: Part-time, seasonal.
DEPARTMENT: White Pines - Banquets
FLSA STATUS: Non-Exempt
SALARY: \$10 - \$12 per hour based on experience
HOURS: Evenings, daytime, weekdays, weekends and holidays – varied – 1000 hours Max
HOW TO APPLY E-mail with resume attached to Pelzerman.83@Gmail.com
No phone calls or walk-ins please.

THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.