

Job Announcement

Date: May 6, 2022

Position: EVENT ATTENDANT

Department: CAP Catering Services / CAP Catering Banquets & Dining on Genesee

Location: Waukegan primary, may work off-site events at various locations

Flexible Schedule: Friday, Saturday, and Sunday (both day and evening shifts), occasionally Mon-Thurs hours

Status: Part-time

Salary: Negotiable

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

Responsible for a variety of event roles as it pertains to the overall hosting and executing of events safely and efficiently. Work as a member of the CAP Catering Services and Banquet events team, including set up and breakdown of events, therefore the ability to work in a team environment and to work calmly and effectively under pressure is essential.

ESSENTIAL DUTIES:

- Provide high quality and courteous customer service in a professional manner to all customers, external and internal
- Build a rapport with customers to create a positive atmosphere
- Maintain self-control and composure in difficult situations
- During the event, periodically checking in with the client to ensure there is nothing they need and removing items if necessary (water pitchers, plates, etc.)
- Communicate effectively with all vendors and be able to troubleshoot problematic situations
- Butler food and beverages by serving items while circulating among the guests
- Clear guest tables, buffet tables and reception tables during and after events
- Ensure that all plate ware, glassware, serving and dining utensils, chafing dishes, linens, etc. are properly cleaned prior to service and after event completion
- Assist with setting up the event how the client prefers and making sure that the area, chairs and linens are clean and looks presentable
- Occasionally lifts, moves, rearranges tables and chairs, decorations, equipment serving station, linens, tableware, serving ware etc. at onsite and offsite locations, as needed
- Control traffic at entrances and exits as needed
- Comply with all food and beverage sanitation regulations
- Assist with food and beverage preparation, as needed
- Assist in bar area as needed: including verifying identification and age requirements of customers; process payment from customers; record and balance cash receipts and prepare cash deposits; and clean glasses, bar utensils and work area
- Wash and sanitize all glassware, flatware, pots, pans, and eating utensils, as needed



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be a minimum of twenty-one (21) years old
- Must have excellent customer service skills with good verbal communication skills and be friendly and personable
- Knowledge of applicable laws and regulations
- Must have a valid Drivers License and have own transportation
- Impeccable customer service and social perceptiveness
- Ability to enforce company policies regarding the consumption of alcohol
- Accountability in maintaining inventory and processing payments
- Physical ability to work in a standing position and walk for up to 8 hours
- Responsible for opening and closing of the events room
- Must be a team player willing to help where needed as well as working independently
- Able to travel to different places for events
- Must be able to work a flexible schedule including evenings, weekends and holidays

EDUCATION AND EXPERIENCE REQUIREMENT

- High School or equivalent. Must have Food Sanitation License or obtain within 30 days of hire

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is required to stand, walk, bend, stoop, sit, climb stairs, reach overhead and below waist, talk and hear frequently and in repetition. Must be able to lift and/or move tables and supplies weighing up to 25 pounds and over a minimum of 50 pounds with assistance. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

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