

THE SYCAMORE Facilities & Beverage Services Staff

— AT MALLOW RUN —

JOB DESCRIPTION

The Sycamore at Mallow Run is one of Central Indiana's premier event venues, hosting dozens of weddings, showers, parties, fundraisers, corporate functions and numerous other events each year. Our staff goes above and beyond to ensure that every event is executed according to venue standards and with the highest quality service. The events hosted at The Sycamore are some of the biggest moments and memories in many peoples' lives and we aim to make them as perfect as possible!

DUTIES AND RESPONSIBILITIES: FACILITIES

- Completing opening and closing checklist tasks at the beginning and conclusion of each shift.
- Following all policies and procedures as set forth by the Venue Owners and Venue Directors.
- Set up and tear down of chairs, tables, furniture and other items for events, following floor plan and contract specifications.
- Ensuring the cleanliness and high standard of presentation of all rooms and spaces at the Sycamore, including the grounds, parking lot and exterior buildings/structures.
- Cleaning dishes, glassware, barware, etc.
- Ensuring the safety and comfort of all guests and vendors at all times by continually cleaning spaces, restocking items, clearing dishes, cleaning spills, removing trash, etc.

DUTIES AND RESPONSIBILITIES: FOOD AND BEVERAGE

- Bartending: preparing and serving beer, wine and cocktails. Following the protocol and procedures set forth by the Sycamore Bar Manager to ensure consistency and quality.
- Properly stocking and tracking inventory. Making sure the bar and bar storage areas are clean and organized.
- Operating the cash register and credit card terminal.
- Preparing platters and other food/beverage items as needed.

REQUIREMENTS/QUALIFICATIONS

- Must be 21 years of age or older.
- Weekend availability required. Flexibility in schedule also required, including late evenings (until 12-1am) and varying shift times.
- Previous bartending experience is a plus but not required. Training is provided!
- Be warm, friendly, outgoing, professional, reliable, trust-worthy and demonstrate excellent customer service.
- Complete the Server Training course as required by the state (course conducted at winery).
- Able to lift 40-50lbs on a regular basis, be comfortable standing for long periods of time, and lift, bend, squat and push/pull large objects with relative ease.
- Ability to multi-task, recognize and prioritize things that needs to be done and initiate action in a fast-paced environment. Also the ability to stay busy and recognize tasks that can be completed during slower periods.
- Every employee must apply for and receive a pourer's permit (Mallow Run will pay for application); those who cannot receive one for any reason are not eligible for employment.
- Flexibility and willingness to complete different jobs and tasks as assigned.
- Work well with others and be a great team member!

To apply, please send your resume and general schedule availability to laura@mallowrun.com.
Thanks so much for your interest!