



**Membertou**  
*Trade &  
Convention  
Centre*

**Job Title: Event Set-up Worker (Part Time - Hourly Position)**  
**Department: MTCC – Food & Beverage Service**  
**Reports To: General Manager**

As an Event Set-Up Worker, you will play a key role in preparation for our meetings and events as well as the guest's experience at the Membertou Trade & Convention Centre (MTCC). A guest's first impression of our facility and our quality of service may be based upon their interactions with you! Being courteous, knowledgeable, helpful, and professional are key aspects of this role.

### **Duties and Responsibilities:**

- Must be able to follow instructions on a BEO (Banquet Event Order) and be knowledgeable of floor plans and various set up types.
- Responsible for moving and setting up tables, chairs and other furniture and equipment, as well as tear downs of these items, according to BEO's and floor plans.
- Responsible for timely set up and teardown, and meeting required deadlines.
- Attend to customer requests, helping to retrieve and set up additional event items, in coordination with management and sales staff.
- Must be able to adjust thermostats on heating system to appease customer requests.
- Assist banquet/catering staff during large events, as required.
- General daily maintenance of the meeting and banquet rooms such as vacuuming and removal of refuse and recycling during room change-overs or following room tear downs.
- Report any broken tables or chairs to Catering Manager
- Clean all chairs as required and spot clean carpets as required after events.
- Put away all Pipe and Drape after events in the proper storage areas.
- Maintain organized and safe storage areas while moving all equipment and supplies in and out of storage as booked functions require.
- Keep all storage areas clean and tidy.
- Place appropriate linens on tables based on BEO requirements or standard practices. Make sure linens are clean and in good condition when setting tables.
- Must maintain safe working environment at all times.
- All duties common to an Event Set up Worker and any related duties that may be assigned by management.
- Responsible for creating a positive guest experience. Smile and be helpful and friendly.
- Must be courteous and professional toward guests and co-workers.
- Promote teamwork among all staff.
- Must be well groomed and appropriately dressed as per policy.
- Adhere to all company policies.
- Required to report any incidents, such as theft, injuries, etc.
- Adhere to the Building Fire Procedure and evacuation plan.
- Adhere to all Food Safety handling regulations.
- Adhere to all Health and Safety rules and regulations.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the General Manager / Catering Manager.

**Skills & Qualifications:**

- High School Diploma is preferred.
- Fall Arrest Certification is an asset.
- Genie Lift Certification is an asset.
- Ability to lift up to 50 lbs is required.
- Ability to perform physical duties for several hours per day, including but not limited to lifting, standing, climbing, balancing, kneeling, crouching, and crawling.
- Must be able to comprehend verbal or written instructions, correspondence and memos.
- Strong organizational, time management and multi-tasking skills.
- Must be willing to work a variety of hours, including back shifts, based on business needs.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

**To Apply:**

Submit your cover letter and résumé to:

Membertou Human Resources Department  
**Attention: Troy Paul**  
111 Membertou Street  
Membertou, NS B1S2M9

Or via E-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday May 7, 2021 @ 4:00pm**

*Thank you for applying, however, only those applicants selected for an interview will be contacted.*