



**JOB OPPORTUNITY**  
**Angus Glen Golf Club**

**POSITION TITLE:** Events Set Up Staff

**TERMS:** Full Time Seasonal from August to December

**DEPARTMENT:** Events

**SHIFT:** All Shifts – Various (Morning, Afternoon and Evening, including Weekends)

**REPORTING TO:** Events Operations Manager

**Duties and Responsibilities**

- Ensure all work areas are kept clean, clutter free and organized at all times
- Execute event room set ups, including setting up banquet rooms and reception areas
- Moving and lifting of stages, dancefloor, tables, chairs and other equipment
- Cleaning and repairing banquet facility items (e.g. chairs, tables, dance floor etc)
- Always ensure that guests with special requests are recognized and attended to with pleasure.
- Maintain close contact with the scheduled Event Supervisor to ensure all tasks are being completed within the correct timelines
- Interpret floor plans and set up sheets
- Handling all set up related equipment with care
- Complete all additional duties assigned.

**Qualifications:**

- Able to multi-task and work efficiently in a fast paced environment
- Able to take direction well
- Customer service oriented
- G2 Driver's License required
- Collaborative, team player
- Must be able to lift items of 50lbs
- Good written and verbal communication skills
- Ability to act with patience and diplomacy
- Positive, professional and enthusiastic demeanor

**Interested candidates please send resume to Deanna Riches at  
[driches@angusglen.com](mailto:driches@angusglen.com)**

***We are an equal opportunity employer and committed to inclusiveness. If you require accommodation, we will work with you to meet your needs.***