



SUMMERFIELD FARMS

EVENT OPERATIONS CREW MEMBER

Nature of the position: Hourly

Essential Duties: Weekend & evening work required. Prep and clean event venue location as specified by Venue and Events Manager.

Tractor driving experience is preferred.

Duties include but are not limited to:

- Setting up ceremony chairs, and reception tables and chairs
- Moving furniture (arbor, pews, etc.) from one location to another
- Cleaning and storing furniture (arbor, pews, etc.)
- Cleaning and re-stocking restrooms (before, during, and after event)
- Cleaning bride/groom quarters, including toilets and sink areas and making them "show ready" before each event and 1 hour after guests' ceremony
- Picking up trash near roadways (Pleasant Ridge Rd. and interior roads) and venues
- Taking trash from various receptacles to dumpster, breaking down boxes
- Cleaning wagons for tractor and wagon rides
- Grounds keeping near venues, as directed (blowing leaves, tidying pine straw, maintenance weeding, etc.)
- Golf carts- charged and cleaned before every event; park and charge after each event
- Stock toilet paper, cleaning supplies, lighter fluid, paper towels, etc. Maintain the inventory and inform supervisor when more supplies are needed.
- Start fire, stock firewood at fire pit, maintain fire and extinguish completely
- Ensure farm gates, doors, and facilities are locked and secure, lights out & alarms set

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle or feel, reach with hands and arms and talk or hear. The employee is frequently required to stand, walk, sit, climb or balance. The employee is occasionally required to stoop, kneel, crouch, crawl and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.