

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Event Set-Up Supervisor
DEPARTMENT: Meeting Service
SUPERVISOR: Director of Dining and Meeting Services.
FLSA CLASSIFICATION: Non-Exempt, Regular Full-Time / Part-Time / Seasonal

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

Executes group and conference functions to ensure guest's specifications are adhered to and that functions run smoothly and efficiently. Possess knowledge of meeting space and equipment inventories and has the ability to perform all set-up, tear down and refresh tasks. Adheres to Mo-Ranch mission statement.

ESSENTIAL JOB FUNCTIONS

POSITION SUMMARY

The Meeting Services Supervisor will organize work flow related to the use of meeting rooms/spaces at Mo-Ranch for both internal and external customers. This includes scheduling the set-up crew, maintaining inventory of equipment and supplies (including audio-visual equipment) and ensuring cleanliness of the meeting rooms/spaces. The role will include resolving daily operation problems through the monitoring of the Meeting Services effort and ensuring an optimum level of service, quality and hospitality for guests who use the Mo-Ranch meeting rooms/spaces.

1. Oversee the daily set-up and tear down of meeting rooms/spaces used by all ranch departments including events booked by Sales, Programs, OEM and other in-house committees.
2. Prioritize on a daily basis the work to be done by the department, including the order that rooms/spaces will be set-up, torn down or cleaned. Prepare a clear document for set-up staff (Event set-up attendant and Maintenance "extras") that can be followed to ensure that all events are set-up to clients' expectations and are ready in a timely manner.
3. Create the weekly schedule for the department, ensuring that staff is available at key times and that no overtime is incurred unless necessary.
4. Oversee meeting equipment inventory and condition, including chairs, tables, table cloths, some skirting, staging and audio visual equipment. Ensure that it is stored properly and consistently and can be easily accessed when needed. Damaged equipment should be either repaired or eliminated from inventory with replacement recommendations made.

5. Ensure that meeting rooms/spaces are clean and well-maintained, working with the appropriate departments to maintain standards.
6. Maintain a comprehensive, up-to-date BEO book; lead the weekly BEO meeting.
7. Be thoroughly trained in the use of all audio visual equipment on the ranch. Know how to set it up and how to trouble shoot it. Be capable of training others on its use.
8. Be knowledgeable about the capabilities of the meeting rooms/spaces and be available to others to strategize on the best ways to maximize the use of the rooms/spaces.
9. As physical ability and job responsibilities allow, when the set-up team requires assistance, contribute to the set-up, tear down and cleaning of meeting rooms/spaces.
10. Personally review all meeting set-ups prior to client arrival to ensure that the set-ups match the directions on the BEO's.
11. Be available to meet with internal leaders as well as guests for walk-throughs of meeting sets prior to meetings. When needed, quickly facilitate last minute changes to the rooms/spaces.
12. With the Director of Sales, Marketing and Registration, interview potential staff for the department and assist in their supervision, counseling and reviews.
13. With the Director of Sales, Marketing and Registration, help maintain adherence to the department budget. When new supplies or equipment is required, do the competitive shopping and come prepared to make well-informed purchasing decisions.
14. Maintain positive working relationship with other departments on the ranch.
15. Know the proper and safe use of radios, Gators, golf carts and other equipment that is an integral part of the job.
15. Know all safety and emergency procedures; be aware of accident prevention and fire and lost guest procedures.
16. Promote goodwill by being courteous, friendly and helpful to guests, managers, supervisors and fellow employees.
17. Respect the boundaries of common courtesy regarding repeating unfounded gossip or proprietary information that should be private.
18. Perform other duties as may be assigned by supervisory and management staff.
19. This position requires dependable attendance as scheduled as an essential function of the job.

QUALIFICATION STANDARDS

Education

1. Prefer successful completion of a minimum of one or two years of college course work.
2. Must be able to speak, read, write and understand English.

Experience

1. Previous hospitality industry desirable; banquet department experience preferred.
2. Demonstrate a history of positive interpersonal and supervisory skills.

3. Prefer a year of supervisory experience in the banquet/catering department of a hotel, motel or conference center.
4. Word processing, database management skills.
5. Experience with a hotel computer inventory management program desirable.
6. History with communication via radio preferred.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance.

Physical

Requires being able to understand, write, stand, sit, walk, repetitive motions, visual acuity, and good speaking skills. Must be able to squat, bend, kneel, climb, and reach. Ability to push, pull, and carry a minimum of forty (40) pounds.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

Personal

Must have good moral character and high degree of honesty, trustworthiness, and integrity. Possess and demonstrate a positive attitude to guests, supervisors, peers, and fellow employees. Good driving record; able to meet the driving requirements set forth by the insurance carrier.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date