

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

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

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### **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**

1. Reviews and has a thorough understanding of all function sheets to execute scheduled events.
2. Coordinates efforts with group/conference services to ensure efficient execution of events.
3. Understands operation and maintenance needs of all equipment.
4. Checks to see that each function room prior to each event is set-up, and equipment and schedule of events conform to the function sheet, including setting up tables, chairs, stages, and audio visual equipment.
5. Tear down and cleanup of events after completion; accounts for all equipment and supplies and ensures its return to storage, including tables, chairs, stages, and audio visual equipment.
6. Communicates additional charges to supervisor incurred by guests.
7. Reports to group/conference services the need for maintenance and repair of equipment and facilities.
8. Performs duties as assigned by supervisors and management to insure guest satisfaction and adherence to ranch policies & procedures.
9. During time of low guest count/meeting count, the meeting services tech will assist with maintenance duties as directed by the maintenance supervisor.
10. This position requires regular and predictable attendance as an essential function of the job.
11. Repair of Meeting Services Equipment.

### **QUALIFICATION STANDARDS**

#### **Education**

High school graduate or mature high school student.  
Must be able to speak, read, write, and understand English.  
Must possess and maintain a current, valid driver's license.

**Certification and/or Licensing Standards**

None

**Experience**

Demonstrated interpersonal skills.

**Physical Requirements**

1. Requires grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills.
2. Must have the ability to bend, squat, and frequently lift 80 pounds and occasional lift up to 100 pounds.
3. Must be able to exert well-paced mobility to maneuver between functions occurring simultaneously.
4. Must be able to withstand temperature extremes below 30 degrees and above 105 degrees.

**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.

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Employee Signature

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Date