



## **Event & Wedding Front Of House Job Description**

Would you like to represent Wildflowers Farm at their special events and Weddings? As Front of House at Wildflowers Farm you will help our guests celebrate special events and weddings by providing excellent customer service in a fun, friendly atmosphere. Responsibilities will include event set up, greeting guests, table service, upholding company specifications and standards, keeping the back bar stocked and clean, and following closing procedures.

### **What You Need to Succeed**

- Skills to Make the Grade – Multi-tasking, communication, attention to detail
- Perform the Physical Demands – Lift and carry up to 30 pounds, remain on your feet for several hours, work under pressure, bend, reach, and stoop
- Experience in events and willingness to learn

### **Who are we?**

We are a family run farm with the intent to create community + connection through gatherings, bees + botanicals. With apiaries and wild flower fields, our family farm strives to cultivate connection to nature in all of our events.

### **Our core values are W.I.L.D**

W: Willingness to adapt -like wildflowers, they grow in places you would never expect! In this fast paced event industry, we often need you to adapt quickly to different roles

I : Initiative- Along with adapting, we also value those who take initiative in their roles

L: Loyalty-Our flower team is like family and once you join , we have your back and expect you to have ours !

D: Dependability -Wildflowers Farm relies on our flower team, and being dependable is of utmost importance



## **What we're looking for: Event & Wedding Front Of House**

Wildflowers Farm prides itself on the excellent care and service they provide for their guests. The moment one steps onto the farm, we must ensure they feel supported, relaxed and at ease. We are looking for individuals who are friendly, detail oriented and enjoy being of service.

An average day can range anywhere from 8 to 16 hours long (often ending late in the evening). This is a great opportunity to gain hands-on event experience and be part of an exceptional team.

As a key member of the team there are always last-minute schedule changes to manage, along with packing and unloading supplies, maintaining continued communication with team members, and clients.

If you work well under pressure, are enthusiastic, strive to provide exceptional customer service skills and are ready to be a part of a fun and a fast paced environment, then this position is the perfect opportunity for you!

### **Duties and Responsibilities:**

- Following Wildflowers set up and tear down procedures
- Table dressing
- Greeting customers on arrival
- Setting up of temporary outdoor bars/ seating areas for special events
- Serving drinks during cocktail hour (if of age and smart serve certified)
- Collecting and cleaning of glassware, and ensuring adequate stock at the bar at all times
- Harvesting of herbs from the farm for cocktail garnishes
- Following routine washroom cleaning procedures
- Must be able to multitask
- Ensuring hygiene procedures are in place including routine sanitization
- Ensuring social distancing within line ups and gatherings
- Tear down includes the removal of tables/chairs/temporary outdoor bar at the end of shift



### **Requirements:**

- Excellent problem-solving, organizational and time management skills.
- Detail-oriented, methodical and creative.
- You are organized, polished and professional
- Have unparalleled attention to detail
- Have exceptional client service skills and enjoy going above and beyond for clients
- Have a positive attitude and are very personable
- Handle stress with ease and remain calm under pressure
- Are willing to sweat and be on your feet for longer periods of time
- Are a team player

### **Must Haves**

- Must have a minimum of 1-year related field experience events
- Must have reliable transportation

**Must be available for events from Thursday-Sunday - A Full Events Calendar will be provided through to-November**

**Contract length:** 6 months

**Part-time hours:** 15 per week

**Job Types:** Part-time, Seasonal

**Salary:** \$16.50- \$18 per hour

**Schedule:** Weekend availability

**Supplemental pay types:** Tips

**Experience:** Catering & Events Servers: 1 year (preferred)

**Application Deadline:** March 18, 2024

**Expected Start Date:** May 2024

**Location:** St. Thomas, ON

Successful applicant must be able to reliably commute or plan to relocate before starting work (preferred)