



## **Events Coordinator and Supervisor**

**Centrally located in the heart of the cultural arts district in Downtown Portland, Arlington Club is an elegant venue with extraordinary food and wine. More than just a private social club, Arlington Club also boasts the distinction of being named a 5 star Platinum Club of America. Arlington Club's stately clubhouse balances historic grandeur and proud traditions and we are looking for a leader to join our team as the Events Coordinator and Supervisor.**

**Job Summary:** Responsible for assisting with the planning, setup, execution, and cleanup of banquet events including the supervision of the staff working the events.

### **Duties:**

1. Help manage 3 floors of a la carte service and event operations to ensure proper room preparation, including set up of tables, chairs, linens, table settings, glassware, etc.
2. Maintain consistency of service by being aware of (and prepared for) all events and reservations that may affect food and beverage service operations including communicating with kitchen and service staff.
3. Oversee evening events and the staff scheduled for those events ensuring that event staff are on-task, take breaks, are working on setup, and are excused at the end of the evening.
4. Complete event billing at the end of the night on the Point-of-sale system
5. Maintain a working knowledge of the wine cellar and where wines are located.
6. Work closely with the Clubhouse Manager on event planning, setup and execution
7. Oversee training of new servers
8. Assist the staff in name recognition of members
9. Work on special projects as assigned
10. Maintain customer satisfaction by handling member inquiries, concerns or comments and providing solutions
11. Primary duty is management and coordination; however, may be required to fill in as server or bartender

## **Minimum Qualifications:**

1. 1-2 years experience in personnel management, preferably in the hospitality/service industry
2. Ability to motivate, supervise, and build a cohesive cooperative team atmosphere providing appropriate positive feedback and coaching.
3. Must possess a working knowledge of Food and Beverage operations.
4. Must be tactful, diplomatic, patient, and courteous to all.
5. Extra efforts beyond the call of duty may be necessary in busy periods.
6. Knowledge of Point-of-sale and basic computer skills including using Microsoft Word and Excel
7. Prior experience with event planning and staff supervising helpful.

## **Physical Requirements:**

While performing the duties of this job, the employee will be required to walk or stand for long periods of time and will be required to lift or move objects up to 25 pounds nearly every day.

**Reports To:** Clubhouse Manager and General Manager

**Compensation:** Hourly position, pay depends upon experience

**Benefits:** Health, dental, and vision insurance. 401K matching. Holiday and Quarterly Bonus.

**Schedule:** Arlington Club is primarily open Monday through Friday with an occasional Saturday and is closed most major holidays such as Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas.

Please send resume to April Ramirez, Clubhouse Manager [aramirez@arlingtonclub.com](mailto:aramirez@arlingtonclub.com)