

NOW HIRING



BANQUET SETUP



We are seeking a detail-oriented and reliable Banquet Setup Team Member to join our Banquet team. This role is essential in creating the foundation for unforgettable occasions by ensuring all banquet spaces are set to perfection. Candidates must be able to work evenings, weekends, and holidays as needed.

KEY RESPONSIBILITIES:

- Set up and break down banquet rooms according to event specifications (tables, chairs, linens, staging, dance floors, décor).
- Ensure event spaces are clean, polished, and presentable prior to guest arrival.
- Safely handle and move furniture, equipment, and supplies.
- Communicate with Banquet Captain, Banquet Manager, or Supervisors for room layouts and adjustments.
- Maintain equipment and report any damages or shortages.
- Assist with light cleaning duties to maintain event readiness.
- Provide courteous and professional support to other departments when needed.

QUALIFICATIONS

- Previous hospitality, event, or setup experience preferred but not required.
- Ability to lift up to 50 lbs, stand/walk for extended periods, and perform physical tasks.
- Flexible schedule with availability for evenings, weekends, and holidays.
- Strong attention to detail and commitment to high service standards.
- Professional appearance and demeanor suitable for a luxury country club environment.
- Reliable, punctual, and able to work both independently and as part of a team.

JOB TYPE

- Part-time

PAY

- From \$16.00 per hour

APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at ajaramillo@bellacollina.com