

HORIZONS

ART OF HOSPITALITY

Job Description

Job Title: Event Setup/Dishwasher Technician

Location: Horizons Conference Center

City: Saginaw, MI

Job Type: Part-Time Hourly

Reports To: House/Banquet Manager

HORIZONS Conference Center is Mid-Michigan's premier full-service event center. Our mission is to provide our guests the ultimate HORIZONS' experience through hospitality, excellent service, superior presentation and outstanding quality. Since opening our doors in 1996, we have built a reputation for delivering the highest level of service with a personal touch, which we call the *Art of Hospitality*. At every level of our organization, our people are passionate about hospitality and delight in creating distinctive, memorable experiences.

HORIZONS Conference Center is searching for a motivated Event Setup/Dish Technician to join our team. The Event Setup/Dish Technician responsibilities include moving and setting up tables, chairs, stages and dance floors as well as collecting used dishes, plates and utensils, loading dishwasher and stacking washed items appropriately.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications

- Ability to lift up to 30 pounds frequently; up to 50 pounds occasionally.
- Ability to work days, nights and weekends
- Experience following diagrams and both printed and verbal setup instructions
- Ability to lift, push and carry tables, chairs, staging and dance floors safely and efficiently
- Familiar with and able to safely utilize dollies, chair carts, flatbed carts
- Capable of maintaining continuous movement and spending long hours standing
- Strong work ethic and ability to maintain a good pace during shift
- Work experience as a Dishwasher
- Hands-on experience with industrial washing machines
- Ability to follow instructions and help with various tasks, as needed
- Time management skills
- Possesses a strong attention to detail
- Familiar with sanitation rules
- High school diploma is a plus
- Possesses a valid driver's license (Preferred)

Essential Duties & Responsibilities

Include the following:

- Read & interpret room diagram and instructions provided
- Move multiple sized tables (oval, banquet, small, large, etc.)
- Operate dolly's, chair carts, flat beds and other equipment in a safe and efficient manner

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- Assist in organizing supplies and equipment storage areas
- Work with team to install large items such as staging & dance floors
- Collect used kitchenware from dining and kitchen areas
- Load and unload dishwashing machines
- Wash specific items by hand (i.e. wooden cutting boards, large pots and delicate china)
- Store clean dishes, glasses and equipment appropriately
- Set up workstations before meal preparation begins
- Ensure there are always enough clean dishes, glasses and utensils, especially during peak hours
- Check washing machines' operation and promptly report any technical/performance issues
- Remove garbage regularly
- Sanitize the kitchen area, including the floor

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

HORIZONS Conference Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HORIZONS Conference Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HORIZONS Conference Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HORIZONS Conference Center's employees to perform their job duties may result in discipline up to and including discharge.

How To Apply

Resumes can be submitted via the application used to view this job or sent directly to HCCreceptionist@horizonscenter.com with "Set-Up/Dish" in the subject line. Potential applicants may also visit HORIZONS Conference Center during regular business hours to complete and application in person.