



Event Staff Employment Application

Name: _____ Today's Date: _____

Address: _____

Email: _____ Phone #: _____

Date of Birth: _____

Position(s) you are applying for

- Event Set Up Crew
- Event Bar Staff
- Event Coordinator
- Event Tear Down Crew
- Event Child Care Worker

Employment History *(please list most recent job first)*

1. Employer: _____

Dates: from _____ to _____ Still work here: Y N

City: _____ State: _____ Phone #: _____

Job Title/Work Performed: _____

Supervisor's Name: _____ Phone #: _____

2. Employer: _____

Dates: from _____ to _____ Still work here: Y N

City: _____ State: _____ Phone #: _____

Job Title/Work Performed: _____

Supervisor's Name: _____ Phone #: _____

Employment History continued

3. Employer: _____
Dates: from _____ to _____ Still work here: Y N
City: _____ State: _____ Phone #: _____
Job Title/Work Performed: _____

Supervisor's Name: _____ Phone #: _____

All Event Staff positions have the following requirements

- All staff members must be able to do moderate heavy lifting.
- Event Schedules are sent out each month for staff to respond with availability.
- Each staff member must reply with at least 3 events per month that they are available.
- Each Event staff person is required to work 1 major holiday per year depending on event bookings.
- All staff members must have reliable transportation to and from shifts.
- All staff members must be available to work nights and weekends primarily.

Employee Perks

- In addition to their hourly wage, event staff members are each given complimentary gym memberships to Refinery – Voted best gym in Champaign Urbana!

The facts set forth in my application are true and complete. I understand that, if employed, false statements on this application will be consider sufficient cause for dismissal. I hereby authorize Events at Refinery or its agents to take the necessary steps to ensure that information is accurate. I also herby authorize Events at Refinery to conduct a criminal background check.

Signature: _____ Date: _____

Event Staff

Position Descriptions

Event Set Up Crew

- This crew works primarily on weekends, but occasionally during the week in the evening. The pay for this position is \$9/hour.
- This crew will be responsible for removing air walls and fitness equipment, setting up tables and chairs using an event room diagram.
- They will be responsible for making sure that all ballroom floors are clean, bathrooms are clean, lobby is tidy and swept, entrances are picked up, trash is taken out, and that windows and mirrors are all cleaned.
- Set Up Crew is also responsible for executing room decorations, i.e, table linens, favors, centerpieces, folding napkins, setting up lighting, and making sure that all event details and plans are carried out correctly. A checklist must be completed during each event shift.

Event Staff

Position Descriptions

Event Tear down Crew

- This crew will come in directly following each events, which are primarily on weekend nights. The pay for this position is \$11/hour.
- The crew will be responsible for clearing tables, re-stacking and storing tables and chairs, and replacing the air wall.
- They will be responsible for running the floor cleaner on the ballroom floors, cleaning the restrooms, cleaning the lobby, making sure all debris is removed from the front entrance and parking lot. They will also clean all mirrors and windows.
- Tear Down is also responsible for making sure that all event décor is re-packaged, lighting is stored securely, and that all fitness equipment is put in the appropriate places in the ballrooms for the following day's group fitness classes.

Event Staff

Position Descriptions

Event Bar Staff

- Bartenders must have bartending experience and provide bartending references. This position will arrive 1 hour prior to events, and leave after the closing checklist is complete. Events are typically on the weekend, occasionally during the week. This position pays \$6.75/hour.
- Bartenders are responsible for doing initial cleaning of the bar, setting up glasses and liquor, assisting with liquor inventory, and tapping kegs.
- They are also responsible for cutting fruit, setting up garnish trays, stocking caddies, preparing signature cocktails, brewing coffee and tea, and checking soda syrup stock.
- Closing duties must be completed including cleaning, re-stocking, and ending inventory.
- Professional all black dress is required, and super speaking and customer service skills.

Event Staff

Position Descriptions

Event Child Care Worker

- Event childcare workers work during events, mostly weekend. This position pays \$9/hour.
- Childcare center workers must be willing to have a background check and fingerprinting completed, and are required to be certified in CPR.
- They will be responsible for playing with children, monitoring everything that is happening, and cleaning up after the children.

Event Staff

Position Descriptions

Event Coordinator

- Running event from set up-to tear down.
- Arriving before set up to orchestrate the room set-up & decorations.
- Being present for vendor arrival and deliveries (i.e., cake, florist, etc.).
- Making sure all details are executed.
- Beginning all bar set-up procedures.
- Familiarizing with event itinerary.
- Being available for guest needs and employee needs during events.
- Being available to retrieve alcohol for bar and update liquor inventory.
- Ensure tear-down crew arrival.

Please send resume to mmurphy@eventsatrefinery.com

