

Position: Event Assistant  
Location: Appleton, WI  
Position Type: 30 hours per week

*The essential functions of the Event Assistant include the following:*

- An understanding of event planning and ability to follow and enforce policies in order to weddings and events.
- Ensuring prompt and efficient communication with customers while ensuring world class customer service
- Availability to work a sometimes challenging schedule as required ensuring proper coordination of events and event staff. This includes late nights and weekends as scheduled.
- Training, scheduling, and supervising employees to ensure our philosophy is carried through all our staff. This includes managing bartenders and bar codes are followed along with our serving staff and food codes.
- Help create work orders, invoices, and layouts using catering software. Execute the work order details to ensure successful events.
- Assist with opening and set-up, serving and bartending for events, and closing events when needed.
- Assuring event inventory is appropriate for upcoming events.
- Assist the Director of Catering and Banquet Manager with marketing and other miscellaneous office tasks.
- Performing all other duties and responsibilities as assigned
- Able to acquire bartenders license in Grand Chute

Complete Job Description Here.

How To Apply: Send cover letter and resume to [kchonos@timberrattlers.com](mailto:kchonos@timberrattlers.com) or mail to 2400 N. Casaloma Dr. Appleton WI 54913. No phone calls or in-person visits please.