



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Event Support
Department: Conference Center
Reports to: Conference Sales Coordinator
Starting Rate: \$15.40 - \$18.48
Position Type: Non-Key
Opening Date: 07/22/26
Closing Date: Until filled

Basic purpose or function: Event Support members work together and individually to ensure the proper execution of an event. This includes tasks such as preparing the event location, maintaining the safety and entertainment of the guests during the event, setting up and clearing materials from the location, and ensuring cleanliness after the event has concluded. Event Support members are expected to have excellent communication and teamwork skills as well as professionalism and attention to detail.

Job Duties:

- Ensuring excellent levels of Guests service towards guests and fellow Team Members.
- Abides by company and departmental Minimum Internal Control policies and procedures.
- Welcoming guests at events and ensuring they are being served. Refilling their glasses and delivering beverages from the bartender.
- Sets up tables, chairs, staging, dance floor, and other equipment according to the room diagrams and event resumes. Setting tables and placing seasonal decorations, centerpieces, and tablecloths.
- Tears down equipment and supplies after events are over.
- Maintains cleanliness in the event spaces, including hallways and other public areas.
- Addressing any customer queries and complaints.
- Checking equipment for any damage or missing parts. Packing up equipment when the event is completed.
- Reviewing the inventory before and after the event
- Perform job duties of a busser, runner, server, bartender, or the event set-up crew.
- Remove and scrape food from dirty dishes, utensils, and empty glasses from guest tables between courses and after guests depart.
- Serve food for event guests and attend to guests' needs throughout the event.
- Working as ushers and ensuring seating arrangements.
- Operating cash registers. Collect tickets at the entrance doors for events.
- Working at a concession stand and serving food and drinks.
- Working under the instructions of the Conference Sales Coordinator.
- Ensuring the event hall is clean and organized.
- Prepares the Green Room for events. (food, drinks, linens, and supplies) Ensuring the Green Room is set up per event contract rider.
- Adhering to event safety standards.
- Book events using the PMS system, process billing and banquet order. Works directly with the Conference Center Sales Coordinator to develop weekly BEO (Banquet Event Order).
- Study and understands Conference Cetner room rentals and amenities.
- Attend all meetings as required.
- Understand and promote the Vision/Mission Statement, Core Values, Three Steps of Service and 8 Service Standards. Keep current and knowledgeable on all Marketing promotions and impart this information to Guests and Team Members
- Conduct tours of our property by meeting planners and other potential clients while informing them of all food-related, gaming, lodging and event services we have to offer.
- Assists with other duties assigned.

Job Qualifications:

- Outstanding organizational skills.
- Diligence and attention to detail.
- Exceptional interpersonal skills and a friendly demeanor.
- Excellent written and verbal communication.
- Physical stamina, high energy levels to work long hours on your feet.
- Good critical thinking skills.
- Ability to perform under stress.
- Excellent multitasking ability.
- Conflict management skills.
- Bartender license preferred.
- Professional appearance when on duty.
- Must work a flexible schedule (including weekends, evenings, and holidays)

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center
Human Resource Department

13767W County Road B
Hayward, WI 54843

Tina Coss, Human Resources Director
715-634-5643 Ext. 6107

or

Tamara Christman, Training Specialist
715-634-5643 Ext. 6121