



Position Description

Title: Barback & Event Lead
Reports to: Director of Events
Status: Part-Time, Non-Exempt
Hours: Up to 28 hours per week May-October & December

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Barback will support Banquet Bartenders, by organizing the delivery, storage, and set up of the bar area before events. The Event Lead serves as on-site Garden contact during weddings, receptions, corporate, private, and internal events and is responsible for the successful execution of such events.

Core Competencies & Essential Functions

1. Cleaning, putting away, and organizing liquor room, beer storage area, wine storage, and dry goods area based on weekly deliveries.
2. Assist with setting up beverage service for internal/external events.
3. Assist with pick-up of bar and beverage supplies at local vendors.
4. Handle preparation of bar products.
5. Replenish the bar with needs before, during, and after beverage service.
6. Employing good safety and sanitation practices.
7. Perform clean-up duties to maintain the quality appearance of the work area, including cleaning equipment.
8. Responsible for taking weekly and monthly inventory.
9. Effectively interact with clients (internal & external), caterers, wedding planners, etc. ensuring excellent customer service and a top-quality experience with the Garden.
10. Review and understand all event paperwork before event day to ensure seamless execution.
11. Ensures the safe and efficient oversight of events.
12. Ensures all events are set properly, according to the contract, and any last-minute adjustments are incorporated to the client's satisfaction.
13. Oversee vendor load-in and load-out, including set up, break down, and cleanup of the event.
14. Ensures clients, caterers, and vendors abide by all Garden policies. Conducts a thorough inspection after the event has concluded, and reports any damages to Events Coordinators.

15. Responsible for the completion of event paperwork, incident reports, and the handling of any other issues pertaining to vendors, the event, the safety of individuals attending, and the protection of the Garden facilities from damage.
16. Ensure all visitors entering the Garden for an event are directed to the correct location.
17. Ensure the property is secured at the end of all after-hour events, including securing buildings, setting alarms, turning power off, and locking gates.
18. Performs other duties as requested, including some bartending.
19. Other tasks as assigned.

Qualifications, Skills, & Physical Requirements

- Must be 18 years old or older.
- Carry and lift items to 50 pounds, utilize a ladder, and stand for long periods.
- Knowledge of and a minimum of six months experience in bartending.
- Excellent organizational, interpersonal, and verbal communication skills.
- Attention to detail and math skills are essential.
- Must be able to interact with the public confidently and professionally.
- Demonstrate excellent listening and clear speaking skills.
- Position is active indoors and outdoors in all types of weather conditions.
- This is a physical and demanding position.
- A qualified candidate must have a valid driver's license with a vehicle.
- Must obtain and maintain a current ServSafe Certification and hold a valid bartending license for the City of Green Bay.
- Position requires mornings, afternoons, nights, and weekends.
- Dependable, reliable, and a team player.

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website and submit your cover letter and resume by March 22, 2024.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated February 2024