



Position Description

Title: Beverage & Event Assistant
Reports to: Events & Weddings Manager
Status: Full-Time, Non-Exempt
Hours: 32+ hours per week (up to 40 during peak times)

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Beverage and Event Assistant will play a vital role in supporting both the Events Department and beverage services at Green Bay Botanical Garden. This position requires working closely with the Special Events Coordinator and Events & Weddings Manager to execute private and public events, including but not limited to TasteBud Silent Auction, concerts, festivals, WPS Garden of Lights, and private rentals. In addition to event logistics, the assistant will be responsible for beverage service tasks, including setting up, replenishing supplies, and ensuring compliance with safety and alcohol service policies.

Core Competencies & Essential Functions

Beverage Assistant Functions:

1. Cleaning, putting away, and organizing liquor room, beer storage area, wine storage area, and dry goods area based on weekly deliveries.
2. Foster and maintain positive relationships with external vendors, ensuring the timely and accurate delivery of bar supplies. Act as a liaison between vendors and the Garden.
3. Inventory and ordering of beverages and supplies for all events.
4. Assist with setting up beverage service for internal/external events. As well as replenishing the bar during and after beverage service.
5. Assist with picking up bar and beverage supplies at local vendors.
6. Handle preparation of bar products.
7. Utilize proper safety and sanitation practices.
8. Perform clean-up duties to maintain the quality appearance of the work area, including cleaning equipment.
9. Warmly welcome each guest and provide exceptional customer service to ensure a positive and memorable experience.
10. Accurately and efficiently complete all sale transactions and maintain proper cash drawer accountabilities while ensuring compliance of the Garden's cash-handling procedures.
11. Handle set-up, breakdown, and clean-up of assigned point-of-sale terminal.

12. Properly record all transactions via the point-of-sale system, confirm orders and inform guests of the amounts owed, process payments, and determine correct change for guests.
13. Handle all preparation of bar products, mixing ingredients, and assist with serving drinks if necessary.
14. Acquaint guests with items for sale and use proper selling techniques.
15. Serve alcoholic beverages responsibly and adhere to all alcohol service policies and procedures.
16. Other tasks as assigned.

Event Assistant Functions:

1. Assist with the execution of private events and supporting vendors, which may include working nights and weekends (April-December)
2. Ensure that all events are set properly, according to the contract layout, and any last-minute adjustments are incorporated to the satisfaction of the client.
3. Ensure clients, caterers, and vendors abide by all Green Bay Botanical Garden policies and through inspection, upon conclusion of the event, report any and all damage.
4. Set up and break down tables, chairs, and event equipment if needed in the absence of the custodial and event setup team.
5. Support functions related to special events at the Garden
6. Commitment to participating in the Garden's largest annual fundraising event, WPS Garden of Lights, by fulfilling the required number of evening and weekend shifts.
7. Other tasks as assigned

Qualifications, Skills, & Physical Requirements

- Must be 18 years old or older.
- This is a physically demanding position requiring the ability to lift and carry items up to 50 pounds, use a ladder, and stand for extended periods.
- Prefer a 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 in a confident and professional manner.
- Demonstrate excellent listening and clear speaking skills.
- Position is active indoors and outdoors in all types of weather conditions.
- Valid driver's license and access to a vehicle for occasional travel to pick up supplies.
- 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 Benefits

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage and life insurance (30-40 hours/week)
- Retirement Plan/401(K) (available to enroll after six months and 700 hours)

Standard Work Perks

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

- Family-Level Membership with all benefits, including reciprocal admission to 360+ gardens

- 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 February 19, 2025.

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 January 2025