

The Loveless Cafe is a popular restaurant with an abundant amount of history and a wonderful reputation in the Nashville area. Loveless Events encompasses on-site events and catering in both the Barn and the Harpeth Room (on-site event space) as well as off-site catering in the Nashville area, always providing a sophisticated southern experience.

The Loveless Events team is seeking a full-time **Operations & Event Set-Up Supervisor**.

Pay

- \$20-\$23/hr. DOE

Sign-on bonus of \$500 for Full-time

Excellent benefits are available for eligible employees such as:

- Medical, Dental, Vision, Life Insurance, and various supplemental insurances
- Company Matched 401(k)/ROTH
- Student Loan Payment plan (Gradifi)
- Paid Parental Leave for new mothers and fathers
- Paid Time Off
- Holiday Pay
- Professional Development opportunities
- Employee discounts and engagement events throughout the year

Benefits are available for eligible employees beginning as early as 60 days! Promoting from within the company is encouraged and practiced regularly.

Job Objective:

Assist the Operations Department and Event & Operations Manager with all events set ups, breakdown of events, offsite operations, maintenance of the facility. Also, responsible for maintaining the facilities' safety, and cleanliness to ensure smooth and efficient business operations that meet the Loveless Events standards.

Position Type/Expected Hours of Work:

This position requires open availability and must be able to work weekends, some nights and some holidays. Hours will vary depending on events schedule. Possible OT in busier seasons.

Duties and Responsibilities:

- Attend weekly Banquet Event Order (BEO) Meeting lead by the Loveless Events Sales Team to gather information on upcoming events at both venues on property and events catered off property.
- Organize and conduct regular meetings and communicates pertinent information in a professional manner to staff and manager.
- Complete tasks assigned by Event & Operations Manager after BEO Meeting to prepare for upcoming event execution.
- Implement and/or oversee setup of equipment for all events including, but not limited to, chairs, tables, benches, tents and catering items.

- Create pack lists and execute loading and unloading the catering vehicle for off-site events.
- Responsible for general maintenance and daily cleaning of all areas which include but are not limited to the Harpeth Room, the Loveless Barn, restrooms, storage rooms and all areas surrounding the private event space.
- Provide hands on repairs whenever possible.
- Maintain interior and exterior image standards and ensures regular maintenance/upkeep of facilities, inventory and equipment.
- Assist Event Captains with pre-event and some post-event movement such as setting and breakdown of catering equipment, trash cans, stage equipment, etc. and cleaning the facility.
- Manages supplier and vendor relationships in partnership with the Event and Operations Manager.
- Heavy lifting (repetitive and often). Move, lift, carry, push, pull objects without assistance.
- Supervise Event Set Up Attendant and seasonal staff.
- Positive interaction with guests of property and customers of Loveless Events.
- Reports directly to Event & Operations Manager.

Qualifications:

- Prior experience in the hospitality industry a plus
- Prior Supervisor experience a plus
- Experience as a set up attendant

Requirements:

- Valid Tennessee Driver's License with the ability to drive large vans
- Must have availability to work a changing schedule
- Must have reliable form of transportation
- Must be able to lift 75 lbs.
- Must be able to work in non-climate controlled environments.
- Must be able to reach, bend and stoop frequently
- Ability to speak, read and follow directions in English
- Perform quality work with or without direct supervision
- Strong communication skills
- Interact professionally and with a positive attitude with employees, guests, and vendors
- Work effectively as a team contributor on all assignments
- Knowledge of and ability to adhere to safety procedures, report potentially unsafe conditions, and use equipment and materials properly
- Audio-visual equipment knowledge a plus

The Loveless Cafe GP is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V