



**VESPERMAN**  
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# VESPERMAN FARMS EMPLOYEES

## Wedding Position Descriptions

Last Updated: May 2020

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### WEDDING POSITION DESCRIPTIONS

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#### DAY OF WEDDING

##### **Wedding Day Coordinator (1 person)**

- Get golf cart (and return)
- Set up buffet line and set head table
- Oversee ceremony (if applicable)
  - Manage ceremony schedule
  - Manage employees driving golf carts/wagons to ceremony site
  - Assist with directing traffic to and from ceremony site
  - Assist vendors helping with ceremony music, decorating, etc.
- Manage timeline and schedule for reception
- Assist with the management of front-of-house staff for reception (bussers, dishwashers, buffet line)
- Release tables for dinner service and oversee service to head table and/or family tables
- Assist bride and groom with requests and items throughout the night as needed
- Assist with bussing/dishwashing/bathrooms/trash as needed
- Assist bartenders as needed
- Oversee and assist with tables being broken down for dance
- Complete billing and give bill to clients
- Check in with head bartender and head kitchen staff before leaving for night

*Coordinator typically will arrive with or before the wedding party prior to start of ceremony and/or reception and stay through until tables are broken down for dance. Coordinator will hand management of event to head bartender, but will remain on call until midnight to assist as needed. Coordinator will typically work 10-12 hours with ceremony and 6-9 hours without ceremony.*

##### **Kitchen Staff (2-4 people)**

- Review kitchen food service documents for each wedding and prepare items accordingly
- Warm up pans/prepare food for buffet
- Coordinate with front-of-house staff to set up buffet and other food areas (if applicable)
- Complete final buffet line and head/family table service preparations
- Send food out to buffet during dinner service (coordinate with front-of-house staff)
- Serve head table and/or family tables family style during dinner service
- Coordinate with wedding day coordinator during dinner service
- Take down buffet and store leftover food
- Assist front-of-house staff with food clean up, dishes, and bussing (if necessary)
- Serve appetizers and/or "fourth meal" at end of night (if applicable)
- Restock kitchen items (towels, etc.) at end of night

*Kitchen staff typically will arrive 2-4 hours prior to start of reception and stay through until dinner service is complete and cleaned up. Kitchen staff will typically work 4-8 hours each. If there are additional services, like family style to the family tables, appetizers, or late-night foods, additional kitchen staff may be needed if coordinator cannot fill in that role.*

### **Bartender (1-2 people)**

- Set up bar space and stock coolers
- Tap beer
- Make coffee, lemonade, etc. (if necessary)
- Tend bar (soda, beer, wine)
- Check ID at point of sale (if necessary)
- Assist with food service and family style service setting during dinner service (one person)
- Assist with breaking down tables
- Act as manager for night when coordinator leaves, manages schedule, closes venue (one person)

*Bartending staff typically will arrive 30 minutes prior to start of reception and stay through until last call (at latest, 1 a.m.) Bartending staff will typically work 6-9 hours each. A knowledgeable bartender should be scheduled to open. If 100 people or under, one bartender is sufficient. If over 100 people, two bartenders are needed.*

### **Golf Cart Driver (1-2 people)**

- Get golf cart from shed (or pick up from back of barn)
- Drive people to and from ceremony location (Hilltop)
  - Be friendly! Ask questions like “How do you know the couple?” and “Were are you from?” and “Is this your first time to the farm?”
- Return golf cart to back of barn (park underneath loading dock) and place key on hooks by garage door opener

*If there is a ceremony at the Hilltop location, we schedule one golf cart driver for the beginning and end of the ceremony. Golf cart drivers should be scheduled for 45 minutes before ceremony start time and should be around for about 30 minutes after ceremony end time.*