



## **101<sup>ST</sup> ANNUAL GREELEY STAMPEDE**

### **BEVERAGE ADMINISTRATIVE ASSISTANT**

#### **JOB DESCRIPTION**

The Greeley Stampede Beverage Administrative Assistant is a seasonal position in the Stampede Beverage Program. The position will work from late-May through mid-July. This individual will help oversee over 150+ beverage staff, be responsible for day-to-day organizational tasks, and facilitate efficient communication in order to meet the goals and objectives of the Greeley Stampede.

The Administrative Assistant will build hiring packets, complete employment paperwork, assist with staff scheduling, finalize beverage staff time sheets, compute inventory sheets, track beverage orders, and more. We are looking for one (1) highly organized and motivated individual to fill this seasonable bar position.

#### **Support and Assist the Beverage Manager:**

- Assist with **all** Beverage Operations
- Work to implement new policies and procedures for the Beverage Program
- Assist with hiring, training, and supervising all beverage staff
  - Must attend scheduled Alcohol Awareness Classes & help to execute Responsible Alcohol Service Trainings for bar staff (dates on page 3)
- Build employee hiring packets, assist with hiring paperwork, collect essential documents, coordinate with the Stampede Accountant for hiring and employee PIN numbers
- Coordinate with Greeley Stampede Office Manager for credentials and Community Engagement Coordinator to create a Beverage Mug Book
- Help to distribute parking passes, employee PIN numbers, and Beverage credential numbers to bar staff prior to and during event
- Establish and maintain the temporary beverage office during event, assist with clean tear down upon conclusion of the event
- Create and maintain a system for beverage, concert, and event wrist-band inventory & distribution
- Update all online beverage order forms and ensure all forms are correct and in working order by June 21<sup>st</sup>. Email respective form links with appropriate groups once registered.
- Create and maintain a filing system/master spreadsheet for all beverage orders in order to invoice carnival vendors, Stampede vendors, and Stampede groups at event end
- Process beverage orders and coordinate with Beverage Warehouse Manager and Pepsi Associates to ensure all orders are fulfilled.
- Expedite Bar Staff Shift Clock In/Clock Out, maintain written copy of time sheets
- Create and maintain a filing system/master spreadsheet for staff timesheets and staff related incidents throughout the event
- Work closely with Bar Managers to communicate daily schedule and bar needs/status



- Maintain the Beverage Base during park hours
- Help manage inventory tracking throughout the event; compile inventory forms from bar managers and warehouse manager into one document
- Assist with post event time cards, payroll, and beverage base clean up
- Other responsibilities as needed

#### **Requirements and Qualifications:**

- Must be at least 21 years of age
- Management experience preferred
- Must dress and act professional at all times
- Ability to pass a criminal background check
- Basic knowledge of local and state regulations for alcohol service and health code compliance
- Strong administrative and organizational skills are a must
- Excellent problem solving and communication skills
- Proficient computer skills and proficient with Microsoft Excel
- Ability to remain reliable, ethical, discreet, and trustworthy
- Ability to work independently, as well as lead, manage, and motivate a team
- Ability and willingness to work outside the normal work day/ work week
- Physically able to stand, sit, and move for long periods of time, and occasionally carry heavy items in a fast paced, stressful environment.



## **GREELEY STAMPEDE BEVERAGE** **ADMINISTRATIVE ASSISTANT CONTRACT**

To accept this position along with all terms and conditions, please fill out the form below. Make a copy for your records and turn this sheet into the Beverage Manager.

### **Work Schedule:**

- The Beverage Administrative Assistant position will require flexible scheduling to accommodate peak times and meetings.  
(Following hours are predicted but not guaranteed to be accurate. This position is not guaranteed overtime)
- May: Up to 24 hours
- June 1-24: ~100-140 hours
- June 25-July 15: ~120-140 hours
- Mandatory Dates:
  - Management & Lead Orientation → June 2
  - Alcohol Awareness Class/Beverage Staff Trainings → June 4, 7, 9
  - Manager & Lead Pre-Event Meeting → June 20
  - Greeley Stampede Work Day → June 22
  - June 24 → Cash Handling Meeting \*subject to change
  - June 23-25 → Final Setup, temporary office setup days
  - 102<sup>nd</sup> Annual Greeley Stampede → June 26-July 7
  - July 8 → Clean Up Day
  - Anticipated last day for this position is July 15

### **Compensation:**

- The Beverage Administrative Assistant will be a seasonal hourly, non-exempt employee.  
*This position will not bartend or participate in Tip Pooling.*
- Hourly pay range: \$16.00-\$18.00
  - Eligible for Completion Bonus

<b><u>ADMINISTRATIVE ASSISTANT</u></b>	
Name	_____
Phone #	_____
Email	_____
Compensation	_____

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

For Office Use

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_