

Edgewood Tahoe Resort - Banquet Setup

HOST INFORMATION

Company Description:

Edgewood Tahoe Resort is a luxury lakefront destination located in Stateline, Nevada, on the southern shore of Lake Tahoe. Nestled in the Sierra Nevada mountains, the resort is surrounded by natural beauty, attracting guests from all over the world seeking five-star experiences. During the summer season, Lake Tahoe becomes a vibrant destination for outdoor recreation and cultural festivals.

The resort offers a supportive, team-oriented environment focused on excellence, service, and sustainability. Summer in Lake Tahoe is warm, sunny, and dry. Daily temperatures typically range from 70°F to 85°F (21–29°C), with cooler evenings. The area offers ideal conditions for hiking, swimming, biking, and other outdoor activities, making it a popular destination for tourists and seasonal staff alike.

You will have the opportunity to interact with a diverse team, engage with American and international guests, and practice English in a real-world, professional setting! Edgewood organizes team events, encourages staff to explore the area, and promotes a strong sense of belonging.

During the summer, you can: swim, kayak, and paddleboard on Lake Tahoe; and hike in nearby state parks and national forests. Enjoy local music festivals, farmers' markets, and community events. In the beautiful mountains, there is mountain biking, ziplining, and scenic gondola rides. On the lake, enjoy a Sunset cruise and lakeside picnics.

Host Website: <https://edgewoodtahoe.com/>

Site of Activity: Edgewood Tahoe Resort

Parent Account Name: Edgewood Tahoe Resort

Host Address: 100 Lake Parkway Stateline, Nevada, 89449

Nearest Major City: Reno, Nevada, Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Position Overview:

The Banquet and Event Set-Up Staff are responsible for preparing and setting up banquet rooms, event spaces, and other areas for various events, including weddings, conferences, parties, and corporate meetings. This role involves assembling furniture, arranging tables and chairs, setting up decorations, audiovisual equipment, and ensuring that all event spaces are clean, organized, and meet client specifications.

Key Responsibilities:

Assist in managing all aspects of the restaurant's day-to-day operations.

Prepare and arrange tables, chairs, linens, and other furniture to client specifications.

Decorate the event space according to client preferences, which may include floral arrangements, lighting, and signage.

Ensure all event areas are clean, organized, and free of debris before, during, and after events.

Assist with the tear-down and cleaning of the event space after the event concludes.

Provide excellent customer service to event organizers and guests by addressing any concerns or requests in a professional manner.

Adhere to all safety guidelines and procedures, ensuring a safe working environment for staff and guests.

Perform other related duties as assigned to support the overall success of the team and business.

Qualifications and Skills:

Ability to work flexible schedules, including nights, weekends, and holidays.

Excellent organizational and time management skills.

Strong attention to detail and ability to follow specific instructions.

Previous experience in event set-up, hospitality, or banquet services is a plus.

Physical Requirements:

Capability to lift and carry up to 50 pounds.

Able to perform physical tasks, including bending, lifting, and standing for extended periods.

Comfortable working outdoors in various weather conditions

Typical Schedule:

Varies based on business demand. Nights, weekends, and holidays as needed.

Drug Test required: No

COMPENSATION

Hourly Wage: \$13

Eligible for Tips: Yes

Banquet team members are eligible for service charges and tips.

Estimated weekly wages including tips: \$550

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 8 hours

JOB REQUIREMENTS

English Level required:

Upper-Intermediate

Required to be 21+: No**Previous Experience required: No****Qualifications & Conditions****Lifting**

Lifting requirement: 50lbs/22kgs

Description:

Lifting and moving objects such as chairs, tables, event material

Standing for entire shift

Working outdoors

Working under direct sunlight

Need to wear uniform: Yes**Uniform Policy:**

It varies depending on the department. 2 sets of the uniform will be provided (shirts and pants). Please wear non-slip and black soled shoes.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes**Description:**

Team Members must wear Edgewood provided uniforms.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Company Parties

Additional Details about Cultural Offerings:

We will have a Kick-Off party for all our team members! At the end of the season, you may be able to attend our End of Season Celebration! We hope to plan a bowling trip in the future as well.

Local Cultural Offering:

Swim, kayak, and paddleboard on Lake Tahoe! Hike in nearby state parks and national forests. Enjoy local music festivals, farmers' markets, and community events. There is mountain biking, ziplining, and scenic gondola rides. On the lake, enjoy a Sunset cruise and lakeside picnics.

HOUSING AND TRANSPORTATION

Housing Provided: No

Community Housing Options:

Available: Yes

Description:

We will share housing leads during onboarding! We have solid leads. The cost may vary based on the kind of housing you choose.

Minimum Average Cost Per Week: \$150

Maximum Average Cost Per Week: \$300

Transportation for Community Housing Description:

There is the LakeLink (free shuttle throughout Lake Tahoe). The public bus system is free.

Please consider getting a bike to explore town! There is also electric scooters (Limes) around town available for rent.

ARRIVAL INFORMATION

Arrival Instructions:

Participants are responsible for their own transportation. We recommend you fly into Reno Tahoe International Airport (RNO). You can order a ride via Uber/Lyft or Taxi. Alternatively, you can take the airport bus from Reno to Lake Tahoe.

Suggested Arrival Airport:

Reno Tahoe International Airport (RNO), RNO, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$100 to \$150

If arriving after regular hours:

Suggested After-Hours Accommodation:

Mellow Mountain Hostel

4081 Cedar Ave

South Lake Tahoe, California 96150

<https://mellowmountainhostel.com/>

5306003272

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding:

Please complete your online Onboarding prior to arrival. This will be shared via email and will come from PayCor.com, 7 days after the job offer.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Please schedule your appointment at the Social Security office after you've registered for SEVIS within a week of arrival.

Nearest SSA Office: Reno , California , Less than 50 miles

Other:

Wage Payment Schedule:

Bi-weekly, Direct Deposit preferred (please keep this open until after a couple of weeks of your return home for final payment).

Meal Plan: Optional

Estimated Cost Per Day: \$3

Meal Plan Description:

You can enjoy an employee meal at the cafeteria for \$3. You will be provided an employee ID, and this will only be available on days with scheduled shifts.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Visible tattoos are fine, please no face tattoos. Grooming should be discreet and non-offensive. We allow 1 stud in the nose, but allow no hoops or other facial piercings. Hair must be of a natural color. For facial hair: beards, mustaches, and goatees are fine as long as they are groomed and neatly trimmed. We ask that you maintain daily hygiene. Any nail polish worn should be 1, neutral color.

Second Job Availability: Yes, likely

Applicable Company Policies:

Edgewood is a non-smoking property (including vaping, chewing, zyn, etc.).

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Restaurants, Internet Cafe

Walking Distance from Housing:

Restaurants

In Town, Requires Transportation:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Unavailable:

Shopping Mall