



“Top 50 Public Facility” by Golf Range Association of America

Home of the 2024 LIV Golf Championship

Banquet Set-Up / Houseperson

Location: Bolingbrook Golf Club - Bolingbrook, IL
Department: Banquets & Events
Employment Type: Part-Time & Full-Time Opportunities Available

Join One of Chicagoland’s Premier Event Venues

Bolingbrook Golf Club is looking for motivated, dependable individuals to join our Banquets team as Banquet Set-Up Housepersons. Our award-winning clubhouse hosts weddings, corporate events, golf outings, fundraisers, and social gatherings throughout the year, creating a dynamic and fast-paced work environment.

This position plays a critical role in the success of every event by ensuring banquet spaces are set up, maintained, and reset to the highest standards.

Responsibilities

- Set up and break down banquet rooms according to event diagrams and Banquet Event Orders (BEOs).
- Arrange tables, chairs, staging, dance floors, linens, and event equipment.
- Maintain cleanliness of banquet rooms, hallways, storage areas, and event spaces.
- Assist with event room transitions throughout the day.
- Transport, organize, and store banquet equipment and supplies.
- Support banquet service staff during events as needed.
- Assist with audiovisual equipment setup when required.
- Ensure all event spaces are prepared and presentation-ready for guests.
- Follow safety procedures and report maintenance or facility concerns.
- Assist with post-event cleanup and room resets.

Qualifications

- Strong work ethic and positive attitude.
- Ability to work independently and as part of a team.
- Excellent attention to detail and ability to follow setup diagrams.
- Strong communication and organizational skills.
- Reliable transportation required.
- Availability to work mornings, evenings, weekends, and holidays as needed.
- Previous banquet, hospitality, event, or facility setup experience is preferred but not required.

Physical Requirements

- Ability to lift and move up to 50 pounds or more.
- Ability to move tables, chairs, staging, and other event equipment.
- Ability to stand, walk, bend, push, pull, and reach for extended periods.
- Comfortable working in a fast-paced environment with changing event schedules.

Why Work at Bolingbrook Golf Club?

- Flexible scheduling
- Competitive hourly pay plus tips
- Employee golf privileges
- Team-oriented culture
- Opportunity to work weddings, golf outings, tournaments, and special events