

Wedding Attendant

Position Summary

The Wedding Attendant is responsible for helping create a welcoming, organized, and enjoyable experience for wedding couples and their guests. This position supports the event team throughout the wedding, assists with guest needs, maintains the appearance of event spaces, and helps ensure that the event runs smoothly and according to company standards.

The Wedding Attendant should be friendly, professional, attentive, and willing to assist wherever needed. This position requires excellent customer service, attention to detail, and the ability to remain calm and helpful in a fast-paced event environment.

Essential Duties & Responsibilities

- Welcome and assist the couple, their wedding party and wedding guests in a friendly and professional manner.
- Assist the Event Manager and event staff with wedding-day setup, service, and breakdown.
- Help direct guests to ceremony, reception, restrooms, parking, and other event areas.
- Monitor event spaces and help keep them clean, organized, and presentable throughout the event.
- Assist with tables, chairs, décor, signage, guest books, gifts, and other event-related items as directed.
- Help maintain a clean and organized ceremony and reception area.
- Respond promptly and courteously to guest questions and requests.
- Communicate guest concerns or special requests to the Event Manager or appropriate supervisor.
- Assist with transitions between ceremony, cocktail hour, reception, and other scheduled activities.
- Maintain a professional appearance and courteous attitude throughout the entire shift.

Guest Service Expectations

Wedding Attendants are often one of the first points of contact for guests. Employees are expected to:

- Greet guests with a smile and positive attitude.
- Be attentive and aware of guest needs.
- Use professional and respectful language at all times.
- Avoid personal conversations, cell phone use, or other distractions while working.
- Never argue with or become confrontational with a guest.
- Direct complaints or difficult situations to a supervisor when appropriate.
- Maintain confidentiality and professionalism regarding the wedding couple and their guests.

Qualifications

- Previous experience in hospitality, events, weddings, restaurants, or customer service is preferred but not required.
- Must be dependable and punctual.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Ability to stand, walk, bend, lift, and remain active for extended periods.
- Ability to work evenings, weekends, holidays, and varying event schedules as required.
- Must be able to maintain a professional demeanor in a busy and sometimes stressful environment.

Physical Requirements

This position requires frequent standing and walking and may require lifting, carrying, bending, reaching, and moving event-related items. Employees must be able to safely perform the physical duties required during setup, service, and breakdown.