

# Banquet Server

Part Time  
Hourly - Non-exempt

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## Position reports to:

Banquet Manager

## Position Summary:

This position is responsible for the service of all banquets and banquet-related food and beverage operations for The Center.

## Position Requirements:

Duties may include, but are not limited to the following:

- Maintain a commitment to customer service and guest satisfaction. Perform all guest contact activities such as serving food and beverage, answering guest questions, etc. in a cordial, efficient and professional manner.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.
- Assist in food, beverage, equipment, meeting supplies, china, glass, and silverware inventories on a predetermined basis.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees (including other departments).
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.
- Organizing equipment for a function as well as cleaning, maintaining, and looking after equipment during and after functions.
- Make sure all storerooms are clean, organized and secured.
- Immediate communication of special requests, guest problems or concerns to Banquet Captain, Banquet Manager or Executive Chef.
- Follow all designated opening and closing procedures to ensure areas are secure and energy efficient.
- Adhere to all department and Center-wide policies and procedures.
- Ensure the proper handling and cleaning of all equipment, china, glass, and silver.
- Perform any reasonable request assigned by management for the Center's staffing and performance needs.

## Knowledge Skills and Abilities:

- Must be of legal age limit with respect to serving alcoholic beverages.
- Prefer minimum one-year formal experiences as Banquet Server for a conference center banquet facility or full service hotel or restaurant operation.
- Food handler certificate required from health department.

- Excellent customer service, interpersonal and communication skills. A good attitude and a smiling face required.
- Must be able to work independently with little or no supervision.
- Ability to work with co-workers, volunteers and all levels of staff.

**Compensation:**

\$8/hour + Service Charge Pool

**Benefits:**

As a Part Time employee, this position is eligible to receive complimentary tickets to Performing Arts performances as described in the Center's Policies and Procedures Handbook.

**Work Schedule:**

Employees will be required to work a flexible schedule based on performances and other Center events. Shifts may include days, evenings, weekdays, weekends, and holidays, with the ability to work long hours and/or overtime as necessary.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate and at times may be high.