

Job Description

Title: Food & Beverage Banquet Server
Reports to: Food & Beverage Manager, Banquets and Catering Manager

Summary of Position:

Provide friendly, responsive service to create an exceptional dining experience for all of our guests. Each server's primary objective is to show our guests such a marvelous time, they will want to return again and again.

Duties & Responsibilities:

- Welcome and greet guests. Make all our guests feel comfortable and let them know you're there to personally take care of them.
- Inform guests of menu as applicable.
- Answer questions about our food, beverages
- Set up buffet lines with needed equipment, utensils and food
- Assist with delivery of food from main kitchen to banquet.
- Perform side work at the start and end of each shift
- Maintain clean service areas.
- Monitor and observe guests dining experience. Ensure guests are satisfied with the food and service. Respond promptly and courteously to any requests.
- Be ready and willing to assist fellow servers as situations arise.
- Clear, clean, and stage tables between courses.
- Perform set up and break down duties of event room.
- Thank guests for their visit and invite them to return.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Dress in accordance with event guidelines, including slip resistant footwear.
- Adhere to all applicable laws when serving alcohol.

Qualifications:

- Be able to communicate and understand the predominant language(s) of our guests.
- Must have a basic knowledge of dining room and service procedures and functions.
- Some education in hospitality is preferred.
- An understanding of local and state alcohol laws.
- Willingness to work nights, weekends, and holidays.
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Safely lift and easily maneuver trays of food frequently weighing up to 20 to 25 pounds.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Must maintain exceptional grooming and hygiene habits.
- Must be 18 years or older

Print Employee Name: _____

Employee Signature: _____ Date: _____