



## **Job Description**

**Job Title:** Banquet Server

**Reports To:** Banquet Manager

**FLSA Status:** Non-Exempt

**Department:** Banquets

**Division:** N/A

**Summary:** To effectively assist food and beverage service, guest attention, and overall logistics of banquet events by way of set-up, clear communication and teamwork, while maintaining the company's standard for excellence, resulting in the overall success of banquet events.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintain a professional appearance and mannerism
- Assist with set-up of tables, linens, chairs, etc, for full service of banquet events
- Provide excellent food and beverage service for banquet events
- Maintain knowledge of policies and procedures
- Maintain sense of urgency when on the service floor
- Maintain back of the house, front of the house and side work duties for overall productivity of banquet events
- Maintain positive and professional attitude
- Seek council from management when needed
- Complete all other assigned duties when necessary
- Maintain clear and open communication between all staff members for overall event success
- Follow Health and Safety practices at all times