



Job Title: Banquet Server

Summary: Serves food and beverages in an efficient, professional manner according to event standards and performs general kitchen and housekeeping duties by performing the following duties.

Duties and Responsibilities: Include the following; other duties may be assigned.

1. Carries plates and/or service trays to and from kitchen and dining room.
2. Completes all assigned opening and closing side work to prepare events venue, kitchen and service stations for efficient operation during the event.
3. Cleans and maintains all areas of events venue including kitchen, bar, lobby, restrooms and grounds; wipes bar top with damp cloth.
4. Replaces soiled table linens and sets tables with silverware and glassware.
5. Assists co-workers, bartender and customers as needed throughout the event.
6. Lifts and carries garbage from the events venue and disposes of in proper areas.
7. Adheres to all events venue policies and procedures paying special attention to health and/or safety procedures.
8. Serves ice water and butter to patrons.
9. Serves customers in a professional manner as per training guidelines.
10. Cleans and polishes glassware, silverware and plates.
11. Reports any problems or discrepancies to management immediately.
12. Communicates health and/or safety concerns/violations immediately to management.
13. Cleans designated surface areas of kitchen including counter tops, walls and floors.
14. Sweeps and mops the kitchen area at the end of each shift.
15. Reports any maintenance, emergencies and/or needed repairs to the manager or owner.
16. Provides general cleaning and upkeep of all restrooms.
17. Sweeps and cleans surrounding areas outside the events venue.
18. Rolls, lifts and sets-up tables according to designated layout from manager.
19. Carries, lifts and sets-up chairs around tables according to layout from manager.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to work near moving mechanical parts and outdoor weather conditions.

The noise level in the work environment is usually moderate.

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 regularly required to stand; walk; use hands and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision, depth perception and ability to adjust focus.

The Crossing is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.