

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: HOURLY

POSITION TITLE: BANQUET SERVER

DIVISION/DEPARTMENT: BANQUET

REPORTS TO (TITLE): CATERING/BANQUET COORDINATOR

SUPERVISES: N/A

DATE : 3/29/02, 2/10/06, 4/1/08

BASIC FUNCTION:

Serves banquet guests, services coffee breaks, sets up banquet tabletops, buffet lines and meeting room items according to the Banquet Event Order (BEO).

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

Must have High School Diploma or GED equivalent and be at least 18 years old.

Must have a valid WA state driver's license with a clean record.

Minimum of one-year banquet or restaurant experience preferred.

Have or be able to quickly obtain food handler & liquor permits.

Must have excellent interactive and time management skills, customer service oriented and ability to prioritize and organize.

Attention to detail is essential.

Must be a team participant as well as be able to work independently.

Must be able to read and write English legibly.

ESSENTIAL FUNCTIONS:

1. Must be available to work a variety of days, times, weekends and holidays, including split shifts.
2. Sets each banquet function with china, glass, and silverware in accordance to the banquet event order. Serves the guests, busses tables, washes dishes, cleans and maintains work area in an organized manner.
3. Must be able to be on feet for long periods of time, go up and down stairs, walk fast, bend,

reach, stoop, lift and carry up to 35 lbs. independently or greater amounts with assistance.

4. Helps maintain inventory of items needed to service banquet functions.
5. Must be able to quickly learn operation and setup of audiovisual equipment.
6. Operate company vans in a safe manner.
7. Fill out beverage consumption sheets, restock lists and keep par levels consistent.

MARGINAL FUNCTIONS:

1. Have excellent communication with co-workers and banquet manager.
2. Complete all clean up before leaving shift.
3. Restock all items needed for the next shift
4. Reset rooms for next function if needed.

ACCOUNTABILITY:

Responsible for preparation of banquet & meeting functions according to department specifications. Service of staff must be attentive & friendly. Work areas must be clean & organized at all times.

ENVIRONMENT:

Work is performed both indoors and outdoors, sometimes in very cold or hot climate. Most of the time working with others and at times alone.

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking				X
Bending Over				X
Crawling		X		
Reaching				X
Crouching			X	
Kneeling			X	
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity		X		
Fine Motor Skills		X		
Gross Motor Skills		X		
Eye/Hand Coord.		X		
Near Vision		X		
Far Vision		X		
Color Recognition		X		
Hearing			X	

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

NAME _____

DATE _____