

Banquet Houseman**Reports to:** Banquet Manager & Banquet Captain**Department:** Food & Beverage**Scope and General Purpose:**

To set up banquet events in a friendly, professional manner while maintaining the highest possible standard of service.

Essential Duties:

- Experience in setting meeting room sets, including classroom, u-shape, theatre set, dining sets, and reception sets.
- Set up and break down of all events
- Set up of buffet and some food and beverage
- Take care of banquet equipment and storage areas
- To perform all assigned side work

Marginal Duties:

Attend meetings/training as required

Knowledge, Skills & Ability Requirements:

Previous experience as a houseman is a asset

Excellent communication and guest relation skills

Ability to work well with a large group of people and as a team.

Ability to work a flexible schedule including nights, days, weekends and holidays.

Physical Demands:

Essential duties require long periods of standing and walking as well as frequent reaching and pushing, pulling, carrying, lifting and moving objects 50lbs or more.

Environmental Conditions:

Duties are performed in both indoor and outdoor settings, with events often taking place in the elements in all four seasons.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned.

