

Banquet Server

Reports to: Banquet Manager

Department: Catering

Scope and General Purpose:

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

Essential Duties

- Approaches all encounters with guests and team members in a friendly, service-oriented manner
- To accurately set tables- including table linen, china, glass, silverware and condiments, ensuring that each element is clean, undamaged and attractive
- To properly set buffet tables and other food service tables
- To serve food and beverages according to resort standards
- To promptly clear dishes as guests complete each course or at the end of the meal or function
- To clean, remove garbage and reset function spaces as directed by the Banquet Manager or Captain
- Maintain clean and orderly back areas, prefunction areas and storage areas
- To perform all assigned side work
- To perform general cleaning tasks, adhering to health and safety standards
- To return all china, glassware, silverware, linen, etc to their proper locations after each event
- To ensure the proper handling, storage, and security of all catering service equipment, including catering vehicles and golf cars

Marginal Duties

- Attend meetings/trainings as required
- Accurately perform administrative tasks as required

Knowledge, Skills & Ability Requirements

- Secondary diploma or GED is not required but is an asset
- Previous food and beverages service experience is an asset
- Excellent communication and guest relation skills in English
- The ability to work well with a large group of people in a team environment
- Must maintain composure and objectivity under pressure
- 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 kneeling, pushing, pulling, carrying, lifting and moving objects 50 lbs or more. The employee must have normal vision (corrected), hearing and verbal communication.

Environmental Conditions

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

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