



Job Description

BANQUET HOUSEPERSON

Department:	FOOD AND BEVERAGE	FLSA Status:	HOURLY NON-EXEMPT
Reports To:	BANQUET MANAGER	Effective Date:	JANUARY 1, 2018

Job Title: BANQUET HOUSEPERSON

SUMMARY

This position is responsible for room set-up and take-down, cleanliness of all banquet space including banquet rooms, banquet storage and banquet restrooms. This position assists in maximizing banquet customer satisfaction through banquet arrangements in accordance with the standards of Northwest x Southern Hospitality and the Hotel.

ESSENTIAL JOB FUNCTIONS

The position requires the ability to perform the following essential job functions, with or without reasonable accommodation:

- Ensure timely, accurate room set up of food and beverage service per client specifications.
 - Ensure appealing, creative, and consistent presentation of all food and beverage, including coffee breaks.
 - Know how to read and interpret the Banquet Event Order regarding room set up for each event.
 - Set all equipment, supplies, and/ or furniture required for banquets.
 - Know basic operation and to set up all hotel and rental A/V equipment.
 - Handling all linen skirting needs for banquet functions.
 - To execute all banquet set-up tasks delegated by the Banquet Captain or Banquet Leads by following written and verbal instructions of duties and in adherence with hotel standards.
 - To maintain cleanliness and orderliness of banquet store rooms and in adherence with hotel standards.
- To read and follow the banquet set-up log daily and to initial all memos or materials requiring such. Know and understand procedures, policies and standards as they apply to the performance of banquet set-up person.
- Maintains adequate inventory supply levels to meet projected needs.
 - Assists in monthly inventory of all Banquet supplies – linens, glasses, china, flatware, serving utensils, candles, and decorations; requisitions additional supplies as needed.
 - Cleans and stores all equipment in a secure manner.
- Communicates with Banquet Manager regarding banquet equipment repair or safety issues.
 - Report all misused or damaged property to the Catering Director, Banquet Manager or Supervisor and place a written entry in the function log book.
- Responsible for all regular maintenance and cleaning of Banquet area.

- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
- Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position.
- At all times projects a favorable image of Northwest x Southern Hospitality and the Hotel to the public.

HOURS AND ATTENDANCE

- Up to 40 hours per week with varied and flexible shifts/days, likely to include nights, weekends, holidays and overtime.
- Regular attendance in conformance with the standards, which may be established by the Hotel from time to time, is essential to the successful performance of this position. Team members with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

MARGINAL OR SUPPORTIVE FUNCTIONS

In addition to performance of the essential function, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the requirements of the hotel.

- Perform any general cleaning tasks using standard hotel cleaning products to adhere to health standards.
- Performs any other duties as assigned by management.

PHYSICAL AND MENTAL DEMANDS OF POSITION, INCLUDING ENVIRONMENT

The individual holding this position must be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

- Ability to move throughout all food and beverage areas and hospitality suites and continuously perform essential job functions.
- Ability to read, listen and communicate effectively in English, both verbally and in writing.
- Inside with protection from weather but not necessarily changes in temperature.
- While performing the duties of this job, the team member is regularly required to talk, hear and stand. The team member is frequently required to reach, bend, stoop, shake, stir, pour, carry, push and lift objects up to 75 pounds. There is substantial repetitive motion of the wrists, hands and fingers.
- The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.
- OSHA laws require the use of Personal Protective Equipment (PPE) when performing work duties that have the potential of risk to your health or safety.
- Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.

KNOWLEDGE AND CRITICAL SKILLS

The individual holding this position must possess the following knowledge, skills and abilities:

- Proof of authorization/eligibility to work in the United States.
- High School Diploma or equivalent.
- Individual must have knowledge of food and beverage set-up arrangements, service standards, guest relations and etiquette.
- Individual must have knowledge of the appropriate table settings and service ware.
- Ability to operate various food and beverage equipment.
- Must be able to communicate effectively in a positive/upbeat fashion utilizing English.
- Ability to prioritize and organize work.
- Must have coordinating skills as pertains to determining time, place and sequence of operations or action.
- Ability to analyze information and make effective judgments.
- Licenses or Certificates-Ability to obtain any government-required licenses or certificates. For example: Washington Health Card; Oregon Liquor Service Permit, Alcohol Service Certification, Food Handlers Permit, etc.
- All team members must maintain a neat, clean and well-groomed appearance (specific standards available).

Upon employment, all team members are required to fully comply with the Hotel's rules and regulations for the safe and efficient operation of Hotel facilities. Team Members who violate Hotel rules and regulations may be subject to disciplinary action, up to and including termination of employment.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth:

TEAM MEMBER SIGNATURE

DATE