

I. Position

Banquet Server (2.32)

II. Related Titles

Food Server (see 2.36)

III. Essential Functions

Set up and clean banquet rooms and serve banquets.

IV. Additional Responsibilities

1. Performs related banquet (dining room) set-up tasks
2. Provides immediate attention to all guests upon seating
3. Takes beverage order and serves food in specified station
4. Pours and refills wine, coffee, water and/or other beverages served with and after the meal
5. Empties ashtrays and clears soiled dishes as needed
6. Cleans all assigned work areas in kitchen and dining room
7. Advises supervisor of any member/guest complaints as soon as they occur
8. Assists in closing functions by performing various tasks such as removing linen, busing glasses, dishes, silverware, etc., and re-setting the room
9. Attends staff meetings

V. Reports to

Banquet Captain

VI. Supervises

No supervisory duties are included in this position