

**Position**

Houseman

**Related Titles**

Banquet Houseman; House Person

**Job Summary**

Responsible primarily for assisting in serving, setting-up and clean-up of all banquet functions.

**Job Tasks**

1. Maintains cleanliness of banquet rooms, hallways, storage and service areas
2. Able to lift up to and including 100 pounds (i.e. tables, chairs, stages)
3. Ability to follow directions from banquet event orders.
4. Assist banquet servers
5. Responsible for setting up, maintaining and breaking down banquet rooms; including coolers and supplies for on the course tournaments.
6. Ability to carry large and heavy trays on a continuous basis throughout a shift.
7. Reports needed repairs of unsafe conditions to supervisor.
8. Responds quickly to request from guests, supervisors or management in a timely, friendly and efficient manner.
9. Follows up to ensure guest satisfaction.
10. Maintains supplies neat and organized to department standards.
11. Reports missing articles, damage or mechanical problems restaurant/lounge area and equipment.
12. Provides a professional image at all times through appearance and dress.

**Reports to**

Banquet Manager

**Supervises**

No supervisory duties are included in this position.