

## **JOB DESCRIPTION**

## **Banquet Server**

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### **REPORTING RELATIONSHIP**

Banquet Manager

### **JOB SUMMARY (ESSENTIAL FUNCTIONS)**

Set up and clean banquet rooms and serve banquets.

### **TASKS AND DUTIES**

1. Performs related banquet set-up tasks.
  2. Provides immediate attention to all guests upon seating them.
  3. Takes beverage orders and serves food in specified station.
  4. Pours and refills wine, coffee, water and other beverages served with and after the meal.
  5. Clears soiled dishes as needed.
  6. Cleans all assigned work areas in kitchen and banquet areas.
  7. Advises supervisor of any member or 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 for next function.
  9. Attends staff meetings including pre-service (line-up) sessions.
  10. Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
  11. Thanks members and guests; invites them to return.
  12. Consistently follows all sanitation-related requirements, including those related to personal hygiene.
  13. Completes other appropriate assignments made by the Banquet Manger.
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