



JOB DESCRIPTION

JOB TITLE: Banquet Server

REPORTS TO: Banquet Captain

STATUS: Part-time on call as needed

JOB SUMMARY:

Banquet Servers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, servers are expected to be attentive to the needs of guests while making them feel welcome. Banquet servers will assist the Banquet Captain with the proper and timely set-up, execution and breakdown of banquet events.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may include tables, chairs, china, glassware and various other food and beverage related equipment.
- Maintain all equipment and facilities in an organized, clean, safe environment.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Understand menu and type of service for event. Attend a pre-event meeting conducted by the Banquet Captain or Director of Catering.
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.

REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate.
- Previous serving experience preferred.
- Food handler certificate from the Tulsa Health Department
- Liquor license required through the Oklahoma ABLE Commission

- Must be of legal age limit with respect to serving alcoholic beverages
- Maintain an effective working relationship with clients, employees, patrons, and others while working
- Ability to work flexible hours including daytime, evening, weekends, and holidays

PYSICAL/MENTAL REQUIRMENTS:

- Physical ability to perform tasks that may require prolonged standing, stooping, and walking.
- Must be able to regularly lift up to 25 pounds and occasional lift to 50 pounds
- Working conditions are diverse including indoor and outdoor events.
- Must be able to work extended hours whenever required by job responsibilities or requested by management. Must be capable of regular and reliable attendance.

UNIFORM REQUIREMENTS:

- Long sleeve button down dress shirt
- Black tie
- Black socks or stockings
- Black dress pants (Polyester)
- Name Tag – left chest.
- Black belt with no ornamental accessories
- Black, clean neat and polished slip resistant shoe
- Hair tied back at all times.
- Earrings must be in both ears or none at all. No larger than small hoops
- No visible tattoos or body piercings other than approved earrings.
- No facial hair or must be neatly groomed.
- For more detail please see the EXPOSERVE Catering Grooming and Uniform Standards Policy sheet.