



Job Title:	Banquet Server	Department:	Food & Beverage
Location:	Columbus, GA	Property:	
Position Type:	Full Time/Part Time		
HR Contact:	Kelli Nelson	Date Posted:	

Overview:

Provide first-rate customer service to small and large banquets, conventions, conferences, meetings, and events.

RESPONSIBILITIES AND REQUIREMENTS:

- Assist with set up for the event to include placement of tables, chairs, putting up decorations, and preparing serving stations.
- Greet guests as they arrive and check on them to ensure customer satisfaction.
- Must be familiar with organization of the event and have a thorough knowledge of menus and service style utilized per event.
- Service guests with all food/beverage requirements in a courteous, efficient manner along with ensuring tables and buffets are kept stocked and appealing.
- Pre-bus all tables by removing soiled dishes after each course and throughout the event.
- Breakdown trays of soiled dishes and linen in the dish room according to established standards.
- Perform setup and closing procedures and in-function duties according to staff assignments and established checklist.
- Comply with company requirements for personal appearance and grooming to include wearing the provided uniform and name tag.
- Act in accordance with all company standards/regulations to encourage safe and efficient hotel operations.
- Must be a team player.
- Resolve guest issues in a professional manner.
- May be required to work nights, weekends, and holidays.
- Attend meetings/trainings required by management.
- Perform other duties as assigned by management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be 17 years of age or older.
- High school diploma or GED preferred.
- Detail oriented and strong written/verbal communication required.
- Basic mathematical skills required.
- Must pass background check.

PHYSICAL REQUIREMENTS

- Must be able to stand for extended periods of time as well as walking, bending, and stooping on occasion.
- Able to lift, carry, push, and pull up to 25 lbs.

DISCLAIMER:

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Kristi Hargraves	Date:	2/7/2022