

JOB DESCRIPTION

Banquet Server

Job Title:	Banquet Server
Company:	Oak View Group
Venue:	SOEC
Wage:	\$18-23/hr
Hours:	Part-Time
Department:	Food & Beverage
Reports To:	Food & Beverage Management

Overview: Banquet Servers are responsible for serving guests in the venue dining areas at catering functions. Catering Servers must be personable and able to work in an ever-changing fast-paced environment.

Responsibilities:

- Ability to read and understand Banquet Event Orders.
- Ability to carry at least 8 entrees per tray.
- Provide fine dining level food and beverage service to guests for all events consistent with OVG standards of service.
- Initiate and maintain friendly and professional contact with guests ensuring that all needs are anticipated and met.
- Setup and maintain both food and beverage stations in various locations throughout the building consistent with OVG standards of service.
- Maintain and inventory for both food and beverage stations.
- Maintain all event areas and front of house staging areas in a tidy and organized manner.
- Participate in both setup and cleanup of food and beverage service items.
- Ability to work independently during slower times
- Perform safe work by helping to provide a safe and clean work environment.
- Have a high level of social contact. Ability to work closely with staff and deal often-with patrons.
- Ability to work a flexible schedule, including nights, weekends and select holidays.
- Must be detail oriented to ensure that work is accurate and complete.
- Ability to mutli-task.
- Ability to handle and move objects.
- Must have a customer-focused, positive and professional attitude.
- Ability to read with oral and written communications skills in the English language.

- Knowledge of basic arithmetic (addition, subtraction, multiplication and division).
- Must be able to stand for extend periods of time.
- Ability to bend, stretch, twist or reach out with the body, arms and/or legs.
- Must be able to lift, push, pull or carry heavy objects up to 30 lbs. and 15 lbs. often.
- Must be punctual with consistent attendance.
- Must be able to respond to simple complaints or inquiries from customers, members of the business community, and/or regulatory agencies.
- Minimum of one (1) year of work experience in events, banquets or restaurants preferred.

Qualifications:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like, and respectful manner which focuses on generating a positive, enthusiastic, and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Ability to calculate basic math functions (addition, subtraction, division, multiplication, percentages) as related to cash/credit transactions, and cash reconciliation.
- Ability to handle cash accurately and responsibly.

Application Process: To apply for this position, please submit your resume to joe.northcott@oakviewgroup.com or contact Joe Northcott at 250-487-9194



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