

## JOB DESCRIPTION: BANQUET SERVER

TO PROVIDE EXCELLENT SERVICE TO CLUB MEMBERS AND GUEST BY FOLLOWING CLUB PROCEDURES & WORK SCHEDULE

- Arrive to work on time as scheduled
- Follow job duties as described and directed by the Event Manager
- Acquire and retain RAMP certifications
- Follow RAMP guidelines in regards to alcohol service
- Provide professional service with focus on needs of members and guests
- Stock items and equipment necessary to perform in an organized and efficient manner
- Address and handle banquet dining needs in regards to event details as directed by Event Manager
- Keep banquet area(s) (Ballroom, Colonial Room, Solarium, Bar) and server areas clean and sanitized
- Follow banquet server checklist guidelines
- Maintain a positive attitude and work cohesively with staff
- Address any banquet / staff issues with Event Manager