



JOB DESCRIPTION

TITLE: Banquet & Event Server **REPORTS TO:** Banquet Manager
Assistant Banquet Manager

DEPARTMENT: Banquets & Events **FLSA STATUS:** Non-Exempt (Hourly) Exempt

JOB SUMMARY

The Banquet Server must understand the timeline and layout of an event including setting up and staffing a buffet line; carrying and placing trays when table service is required. The Banquet Server may be assigned to specific tables and sections, pour champagne or wine service as well as fulfill all event staff tasks with ease.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Event execution from start to finish; set up, service and break down.
- Side work, including cleaning and storing of equipment before and after events.
- Assists in maintaining current inventory of all necessary small wares, linen, and furniture.
- Interact with guests.

The resort environment is unique in that we all share some degree of responsibility for each other and our role to collectively promote the resort in the best light possible. You will work consistently with other departments to create the overall brand image and are expected to be a team player who is willing to assist where appropriate and necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma or GED.
- Ability to convey a professional demeanor with guests and co-workers.
- Excellent communication skills both verbally and visually.
- Experience in the hospitality industry helpful.

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- Organization and attention to detail, positive attitude, commitment to exceptional customer services, and ability to work as part of a team.

LICENSURE / CERTIFICATION REQUIREMENTS

- Must be 18+ years.
- TEAM Certified (or within 30 days of hire).
- Participate in ongoing education and training.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to work a flexible schedule, which includes days, evenings, holidays, and weekend assignments.
- Able to lift, balance and carry a tray at shoulder level and utilize a tray jack.
- Must be able to lift and stack objects up to 50 pounds occasionally and frequently exert 10 to 30 pounds of force to lift, carry, push, and pull or otherwise move objects.
- Walking and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, twisting/turning, bending at the waist, stooping, talking, hearing, seeing, and smelling.
- Tolerate, at times, extreme temperatures like refrigerators (36F) and kitchens (+100F) for one or more hours.
- Ability to work and handle stress arising from demands in production.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with my Manager’s guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl’s Nest; it is my responsibility to notify the Banquet Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date

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