

JOB TITLE: Banquet Server /Bartender

REPORTING RELATIONSHIP:

Reports to: Banquet Captain/Catering Manager

Supervises: N/A

SUMMARY:

The Banquet Server/Bartender is responsible for the service of food and drinks and beverage items for catering events. These events may include plated or buffet service for all meal periods, break services, and reception services.

JOB DUTIES: (including to but not limited to)

- Serve food and beverage products to banquet guests.
- Remove dishes and glasses from service areas and take them to the kitchen or breakdown station.
- Remove and replace table linens and service settings as required.
- Clean and arrange work stations, chairs, and table pieces.
- Refill salt, pepper, sugar, cream, and condiment containers as needed.
- Give menu descriptions to customers, and answer questions regarding preparation when applicable.
- Relay special requests to the supervisor in charge.
- Prepare beverages for guests.
- Serve wine when applicable.
- Anticipate guest's needs as they relate to their food and beverage experience at Mayo Civic Center.
- Perform other duties as required.

SPECIAL CHARACTERISTICS AND KNOWLEDGE:

- Ability to work closely with other team members
- Must be able to provide excellent service to all guests.
- Attentive to detail.
- Ability to express ideas clearly when speaking or in writing.
- Ability to read and understand written information
- Identify problems and review information.
- Must be able to multi-task.

QUALIFICATIONS:

- Must be able to stand for extended periods of time.
- Must be able to make fast, simple, repeated movements of fingers, hands and wrists.
- 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.
- High school diploma or equivalent GED. Equivalent experience may be substituted.
- Work experience in events, banquets and/or restaurants.