



GREYSTONE

GOLF & COUNTRY CLUB

Position Description

Position Title: Banquet Server

Department: Food & Beverage

FLSA Status: Non-exempt PT/FT

Reports to: Catering Manager

Compensation Format: Hourly Rate

Position Summary:

In accordance with the principles of Greystone Golf & Country Club, banquet staff will greet all members and guests in a friendly & professional manner and provide the utmost quality of service. They will facilitate Greystone events by assisting in the setup, completion of the event, and taking down.

The work schedule varies seven days a week, from early mornings to late nights, including weekends and holidays.

Essential Functions:

- Follows floor plan/BEO/direction for event setups
- Assists with buffet preparation before and during events
- Provides quality service to all guests with efficiency and professionalism
- Serves food (both plated dinners and passed appetizers) to guests during events
- Serves and refill all beverages
- Communicates with kitchen staff regarding dietary needs, buffet stocking, etc.
- Directs guests to necessary locations by walking them to areas
- Assists with post-event clean up, inventory, food storage, and take down
- Contributes to team effort by accomplishing related tasks as needed

Requirements:

- High school diploma or equivalent preferred
- Ability to work extended periods of time on your feet
- Ability to lift at least 30 lbs
- At least 1-year of customer service experience
- Catering/Banquet Experience desired but not required



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Effect of End Result:

The effectiveness of this position can be measured when the various job segments are being met, floor plans & vision are executed properly, members are taken care of, events are setup, ran, and cleaned up, and the employee participates in efforts to achieve departmental and company goals.

Employee Signature

Date

Note: This is a summary and not an exhaustive list of all responsibilities, duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. While it is intended to reflect the current position accurately, management reserves the right to revise the job or require that other or different tasks be performed when circumstances change.