

Banquet Set-Up

Department

Food and Beverage

Supervisor

Event Sales Coordinator

Job Summary

To ensure the best utilization of banquet space. To set up and to break down meeting rooms according to specified requirements. Is familiar with the proper operation, set up and control of all equipment.

Duties and Responsibilities

General

1. Wear the proper uniform and nametag as prescribed by hotel, when on duty, making sure that it is clean and neat.
2. Review all function sheets and set up each room accordingly. Ensure that all items requested are provided prior to scheduled time of function.
3. Break down all equipment and store in a neat and orderly fashion when not in use.
4. Report all inoperative equipment immediately to Management so that repairs can be made.
5. Keep all rooms including floors, walls, vents, and inside and outside of doors in good, clean order at all times.
6. Work closely with the Restaurant Manager and Sales Department in coordinating all functions..
7. Communicate any problems or questions from guests to management immediately.

Responsible For:

Physical condition of event spaces (Crystal Ballroom, Sunlit Room, Grandview, Browning Conference Room, Board Room), condition and organization of events equipment.

Physical Demands

1. Must be able to stand 1/3 to 2/3 of the time.
2. Must be able to walk 1/3 of the time.
3. Must be able to sit 1/3 of the time.
4. Must be able use hands to finger, handle, or feel 1/3 to 2/3 of the time.
5. Must be able to reach with hands and arms.
6. Must be able to climb or balance.

7. Must be able to stoop, kneel, crouch, or crawl.
8. Must be able to talk and hear.
9. Must be able to lift 50 pounds.

Requirements

Must speak English.