



Position Title: Banquet Support Person II (Not Tipped)

February 2006

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Serves as a lead performing routine duties related to serving food.
- Clears dishes and cleans tables.
- Collects and disposes of garbage left at tables.
- Cleans and sanitizes workstations and equipment.
- Assists wait staff on assigned duties such as serving food.
- May operate dishwasher or assist with washing dishes, glassware, silverware, utensils, pots, and pans.
- May assist with stocking food inventory.
- May carry and distribute supplies and equipment.
- May assist others in the preparation of foods and properly store food.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies skills appropriate for the position. Adapts procedures, processes, tools equipment and techniques to accomplish the requirements of the position. Ability to effectively communicate policies, and/or procedures in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience: High School diploma or GED or equivalent experience.
- Supervisor/Managerial Experience: None
- Function Specific Experience: 1 or more years of related work experience.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under minimal supervision.

Supervision Provided: Assists in training, assigning and checking the work of lower level employees.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more.