



Position Title: Banquet Support Person I (Not Tipped)

February 2006

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

- Performs routine duties related to serving food as well as clearing dishes and cleaning 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 basic skills using tools and equipment appropriate for the position. Applies basic skills using tools and equipment appropriate for the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience:
- Supervisor/Managerial Experience: None
- Function Specific Experience: No previous experience required.
- Certification Requirements: None

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

Supervision Received: Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks.

Supervision Provided: None.

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.