



JOB TITLE: Banquet Server
DEPARTMENT: Food & Beverage
REPORT TO: Banquet Captain / Food & Beverage Manager
DATE REVISED: March 2, 2023
CLASSIFICATION: Non-Exempt; part-time

JOB STATEMENT/PURPOSE:

The Banquet Server is responsible for providing excellent service for assigned banquet events. This may include setup and tear down of each event as well as service and cleanup of food and beverage items.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares coffee breaks, carts, and stations with appropriate supplies
- Organizes tables, action stations, buffets, and carts for service
- Ensures work areas are clean and properly stocked
- Ensures quality control of all menus with regards to cleanliness and appearance
- Ensures that trays and courses are cleaned promptly
- Ensures orders are delivered on time
- Takes the initiative to greet guests in a friendly and warm manner
- Observes guests to fulfill any additional requests

JOB SPECIFICATIONS:

- Must be 21 years of age or older
- Experience in related field preferred
- Must have current Municipality of Anchorage Food Handler's Card
- Must have current Training for Alcohol Professional (TAPS Card)
- Must be able to stand for long periods and lift 50 lbs.
- Ability to follow verbal directions in a fast-paced and dynamic environment
- Ability to effectively communicate; written and orally

OTHER RESPONSIBILITIES:

- Follows safe and proper procedures in the course of daily work
- Complies with applicable sanitation, health, and personal hygiene standards
- Arrives on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned