



JOB TITLE: Banquet Houseman
DEPARTMENT: Food & Beverage
REPORT TO: Banquet Captain
DATE REVISED: November 2024
CLASSIFICATION: Non-Exempt; part-time (can be combined with other Anchorage Golf Course positions to be full-time)

JOB STATEMENT/PURPOSE:

The Banquet Houseman is responsible for setting furniture based on client's request and company standards for the restaurant and assigned banquet events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Setup and tear down chairs, tables, dance floors, linens, etc. in indoor and outdoor function spaces
- Organize banquet equipment and supplies in storage and service areas
- Setup of basic audio-visual equipment
- Touch-up cleaning of banquet spaces prior to events

OTHER RESPONSIBILITIES:

- Approach all guests in a friendly, service-oriented manner
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned

QUALIFICATIONS:

- Must be 18 years old or older
- Must be flexible to work varying schedules including nights, weekends, and holidays.
- Lifting, carrying, and pushing up to 50 lbs. regularly
- Ability to stand for the entire work day and climb steps regularly
- Ability to effectively communicate and follow written instructions
- Ability to perform independently in a fast-paced environment
- Must detail oriented