



Job Description

Position Title: Event & Banquet Server
Position Supervisor: Director of Catering

Job Number 2023-28
Schedule: Part-Time, Seasonal
Non-Permanent

Supervisory Duties: None

Salary: \$13 - \$15/hr
Plus tips

FLSA Status: Non-Exempt

Travel Req'd: Up to 10% (local)

Summary

The Event & Banquet Server is responsible for serving members and guests at events and banquet activities. The server is responsible for assisting Catering and F&B staff in executing events; they may assist bartenders as needed for specific activities. The server must maintain knowledge and understanding of menu offerings for the given event.

Essential Duties & Responsibilities

- Performs related banquet set-up and take-down tasks.
- Provides immediate attention to all members and guests upon seating them.
- Takes beverage orders and serves food in specified station.
- Pours and refills wine, coffee, water, and other beverages served with and after the meal.
- Clears soiled dishes as needed.
- Cleans all assigned work areas in kitchen and banquet areas.
- Advises supervisor of any member or guest complaints as soon as they occur.
- Assists in closing functions such as removing linen, bussing glasses, dishes, silverware, etc., and re-setting the room for next function.
- Attends staff meetings including pre-service (line-up) sessions.
- Consistently follows all food safety-related requirements.
- Attend pre-meal/pre-event meetings as assigned.
- May use Club vehicles to transport supplies, sundries, and similar in support of event operations.
- Performs other related duties as assigned by shift leadership or Dining Room Captain.

Minimum Education & Experience

- High School Diploma, GED, or equivalent.
- Preferred: prior banquet and event serving experience.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

Knowledge, Skills & Abilities

- Knowledge of all order on arrival menu items, preparation methods, ingredients, garnishes, and wine list.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.

Additional Requirements & Documentation



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- Must be at least 18 years of age.
- Must be able to obtain food safety and/or TIPS certifications within 30 days of hire, as applicable.
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, stooping, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces and in hot environments.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.