



Position Description for
Banquet Server (Part-Time)

North Heights Vision: **Find Faith, Discover Purpose, Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose, and lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Banquet Server

Reports to: Catering Manager

Employment Status: Part-time/on-call and regular schedules available

3 Imperatives:

- Provide guests with genuine hospitality
- Able to adjust easily to change
- Work flexible hours in an ever-changing environment

Summary of Position: Under the direct supervision of the Banquet Manager, performs basic food service functions, including preparations, serving of food items, attending to the needs of guests, stocking of supplies, cleaning and sanitizing equipment and surfaces, set-up, take-down during catering and special events.

Minimum Qualifications: Food service, 1 year (preferred but not required)

Duties and Areas of Responsibility:

- Arrive by presenting yourself well and abide by proper grooming and appearance standards that comply with catering regulatory requirements
- Keep work and service areas in a safe, sanitary and orderly manner, understands and complies with County/State/Federal health codes to ensure the health and safety of the guests, follow all health rules and procedures such as washing of hands, fingernails, gloves, hair restraints, jewelry and outer clothing
- Inventory and restock work stations for needed supplies
- Provide warm and welcoming hospitality to all guests
- Serve and clear food and beverages in accordance with North Heights standards
- When meal is completed, assist in removing plates and cutlery from the table and bring them to the kitchen to be cleaned

- At the conclusion of the event, clean tables, deliver coffee pots, water pitchers and other items when guests have left and assist Banquet Manager as needed
- Set up and tear down events
- Adhere to staff core values
- Adheres to the Constitution and Bylaws of North Heights
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts
- A good grasp of the Bible and a belief that the Bible is the inspired word of God
- Able to bend, lift and carry items weighing up to 40 pounds on a regular and continuous basis
- Able to stand and exert fast-paced mobility for periods up to eight hours
- Able to speak clearly and listen attentively to all guests and other staff, most of whom speak English
- Good verbal, written, and interpersonal communication skills
- Knowledge of front of house banquet service, optional, but desirable
- Be available to work flexible hours and be dependable
- Team player, teachable and willing to be led

Compensation

- Range \$14.00 - \$15.50
Final compensation is based on education, experience and ability.

Benefits

- Sick Time and Safe Time (ESST)