

Position: Banquet Server	Department: Beverage	Supervisor: Director of Catering, Banquet Manager, Banquet Captain	
Job Titles Supervised: None	Date: October 25, 2017	FLSA: Hourly (Non-Exempt)	Benefits Eligible if Full Time

Overview:

The Banquet Server safely and efficiently provides excellent customer service with a smile! We want our guests to feel good about their experience so that they will tell others and become a loyal customer.

Tipped Employee Information (Pursuant to the Fair Labor Standards Act (FLSA))

This is a tipped position; as such, it will pay a cash wage that is less than the regular minimum wage, but is at least the minimum “tipped wage” per hour for your location, per federal, state or local law. Olympia will be claiming an additional amount as a tip credit. This tip credit cannot exceed the difference between the minimum required tipped cash hourly wage for your location, and the corresponding current minimum wage for non-tipped employees. The tip credit claimed by Olympia cannot exceed the amount of tips actually received by the tipped employee, and all tips received by tipped employees are to be retained by the employee, except for a valid tip pooling arrangement limited to employees who customarily and regularly receive tips. The tip credit will not apply to any tipped employee unless the employee has been informed of these tip credit provisions, orally or in writing.

Additional Information:

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form within the first 3 days of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

Essential Functions of the Job:

- *Regular attendance and reporting to work on time, ready to begin your shift is an essential function of employment (being tardy places an unfair burden on the team)*
- *Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions as directed by supervisor/manager*
- ***Working Safely*** is a condition of employment. *All employees must follow the safety policies*
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating disabilities. If you believe you need an accommodation, please speak with your supervisor, General Manager, or Human Resources)*

Expectations of all Employees:

- ✓ Be polite, courteous and helpful to all guests and coworkers, displaying a positive “can do” attitude while maintaining a high level of professionalism consistent with the company values
- ✓ Acknowledge our guests with a smile and friendly “hello.” Promptly attend to guest needs
- ✓ Comply with all hotel policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- ✓ Comply with guest privacy standards
- ✓ Report to your supervisor or the MOD, ***immediately, all injuries*** occurring while on duty, *no matter how minor.* (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- ✓ Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager
- ✓ Arrive to work on time (follow call-out policy), and in appropriate work attire, (uniform, foot wear and name tag) neat in appearance
- ✓ Complete work in a timely manner and meet productivity standards/expectations

- ✓ Keep work area clean, neat, and well organized
- ✓ Demonstrate a team behavior and attitude of working together effectively to accomplish tasks (even if outside specific job duties)
- ✓ Seek approval from management prior to working overtime (i.e. punching in early or staying beyond scheduled shift)
- ✓ Perform additional duties as assigned

Job Duties and Responsibilities:

- Know hotel layout and storage areas for the Food & Beverage Department
- Read and comprehend BEO information
- Set meal preps for specified function (i.e. breakfast buffet, lunch buffet/plated, or dinner buffet/plated)
- Meet & greet guests
- Serve meals for specified function following timelines for event
- Maintain a clean work area at all times (clean as you go)
- Clear tables, for specified functions, down to the bare table and reset for following day
- Empty trash, clean any used trays, ensure all items used go back to their proper locations
- Put all equipment away properly
- Sweep and mop service corridor as needed

Skills Required:

Provide high level customer service, communicate effectively with guests and team members, follow instructions, ability to learn quickly, pay attention to detail, and maintain composure when working under pressure

Experience / Education:

Serving and or set up experience preferred; must be of legal age in order to serve alcohol, per state law

Performance Measurement:

90 Day performance review, ongoing feedback from supervisor, attendance, productivity, feedback from others, Guest Response scores, etc.

Physical Demands:

This is a very physically demanding job that requires extended periods of walking, standing, bending, lifting, twisting and kneeling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (See Physical Requirements section for detailed information)

Employee Acknowledgement:

I have received a copy of this job description, have read and understand the expectations and responsibilities. I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager, GM, or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and that I may be asked to perform additional duties as assigned.

Manager _____ **Date** _____

Employee Signature _____ **Date** _____

Physical Requirements of this position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Approximate requirements of time tasks are performed in carrying out job duties.

(To update boxes – place cursor to the left of the box, double click, under “Default Value” click on not checked or unchecked to select the box.)

Sitting (Number of hours a worker must be sitting) <input checked="" type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	Tasks (not an exclusive list)
Standing (Number of hours standing) <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input checked="" type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	Tasks (not an exclusive list) <ul style="list-style-type: none"> Majority of duties performed by standing and walking
Walking (Number of hours walking) <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input checked="" type="checkbox"/> 7 or more hours/day	Tasks (not an exclusive list) <ul style="list-style-type: none"> Majority of duties performed by standing and walking
Bending <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent Bending: 1-120 bends/day (15 bends/hour) <input type="checkbox"/> Moderate Bending: 121-480 bends/day (1 bend/minute) <input checked="" type="checkbox"/> Frequent Bending: 481 or greater bends/day (>1 bend/minute)	Tasks (not an exclusive list) <ul style="list-style-type: none"> Frequent bending while performing duties, i.e. lifting trays, serving food.
Squatting <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Squatting: 1-120 squats/day (15 squats/hour) <input type="checkbox"/> Moderate Squatting: 121-480 squats/day (1 squats/minute) <input type="checkbox"/> Frequent Squatting: 481 or greater squats/day (>1squat/minute)	Tasks (not an exclusive list) <ul style="list-style-type: none"> Infrequent squatting while performing duties, i.e. lifting heavy trays.
Kneeling <input checked="" type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent Kneeling <input type="checkbox"/> Moderate Kneeling <input type="checkbox"/> Frequent Kneeling	Tasks (not an exclusive list)

Twisting <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: 1-120 twists/day <input type="checkbox"/> Moderate: 121-480 twists/day <input checked="" type="checkbox"/> Frequent: 481 or greater twists/day (>1 twist/minute)	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Frequent twisting while performing duties, i.e. serving and clearing meals.
Lifting Floor to Waist <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent: up to 25 lbs <input type="checkbox"/> Moderate: up to 25 lbs <input type="checkbox"/> Frequent: up to 25 lbs	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Infrequent lifting floor to waist while performing duties.
Lifting to Waist to Shoulder <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 25 lbs <input checked="" type="checkbox"/> Moderate: up to 25 lbs <input type="checkbox"/> Frequent: up to 25 lbs	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Moderate lifting waist to shoulder while performing duties, i.e. lifting trays on shoulder.
Lifting Overhead <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent: up to 25 lbs <input type="checkbox"/> Moderate: up to 25 lbs <input type="checkbox"/> Frequent: up to 25 lbs	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Infrequent lifting overhead while performing duties.
Pushing / Pulling <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Moderate push/pulling while performing duties, i.e. carts with food.
Wrist / Hand / Fingers Repetitive Movements <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Frequent repetitive motion while performing duties, i.e. serving meals.
Cardiovascular – Endurance (Maximum Work-load Required Each Day) <input type="checkbox"/> Not an essential function <input type="checkbox"/> Light energy requirements <input type="checkbox"/> Moderate energy requirements <input checked="" type="checkbox"/> High energy requirements	Tasks (not an exclusive list) <ul style="list-style-type: none"> • Majority of time spent on feet and in motion.

Manager

Date

Employee Signature

Date