

<b>Position:</b> Banquet Set-Up	<b>Department:</b> Food (Banquet)	<b>Supervisor:</b> Director of Catering, Banquet Manager, Banquet Captain	
<b>Job Titles Supervised:</b> None	<b>Date:</b> October 6, 2017	<b>FLSA:</b> Hourly (Non-Exempt)	<b>Benefits</b> Eligible if Full Time

**Overview:**

The Banquet Set-up position is responsible for safely and efficiently setting up banquets as specified by the customer. This position provides excellent customer service with a smile! We want to exceed their set-up needs by paying attention to the details.

**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



### 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.)

<b>Sitting (Number of hours a worker must be sitting)</b>	<b>Tasks (not an exclusive list)</b>
<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	

<b>Standing (Number of hours standing)</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> <li>Majority of time spent standing and walking</li> </ul>
<input checked="" type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

<b>Walking (Number of hours walking)</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> <li>Majority of time spent standing and walking</li> </ul>
<input type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input checked="" type="checkbox"/> 7 or more hours/day	

<b>Bending</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<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)	

<b>Squatting</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<input type="checkbox"/> Infrequent Squatting: 1-120 squats/day (15 squats/hour)	
<input checked="" type="checkbox"/> Moderate Squatting: 121-480 squats/day (1 squats/minute)	
<input type="checkbox"/> Frequent Squatting: 481 or greater squats/day (>1squat/minute)	

<b>Kneeling</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	
<input type="checkbox"/> Infrequent Kneeling	
<input checked="" type="checkbox"/> Moderate Kneeling	
<input type="checkbox"/> Frequent Kneeling	



<b>Twisting</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<input type="checkbox"/> Infrequent: 1-120 twists/day	
<input checked="" type="checkbox"/> Moderate: 121-480 twists/day	
<input type="checkbox"/> Frequent: 481 or greater twists/day (>1 twist/minute)	

<b>Lifting Floor to Waist</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<input type="checkbox"/> Infrequent: up to 50 lbs	
<input type="checkbox"/> Moderate: up to 50 lbs	
<input checked="" type="checkbox"/> Frequent: up to 50 lbs	

<b>Lifting to Waist to Shoulder</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<input type="checkbox"/> Infrequent: up to 30 lbs	
<input type="checkbox"/> Moderate: up to 30 lbs	
<input checked="" type="checkbox"/> Frequent: up to 30 lbs	

<b>Lifting Overhead</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<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	

<b>Pushing / Pulling</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs, etc.
<input type="checkbox"/> 1-3 hours/day	
<input checked="" type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

<b>Wrist / Hand / Fingers Repetitive Movements</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	Setting up tables & chairs
<input type="checkbox"/> Infrequent	
<input checked="" type="checkbox"/> Moderate	
<input type="checkbox"/> Frequent	

<b>Cardiovascular - Endurance (Maximum Work-load Required Each Day)</b>	<b>Tasks (not an exclusive list)</b>
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> <li>Majority of time spent on feet and in motion, i.e. carrying and lifting equipment for set-up.</li> </ul>
<input type="checkbox"/> Light energy requirements	
<input type="checkbox"/> Moderate energy requirements	
<input checked="" type="checkbox"/> High energy requirements	

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**Manager**

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**Date**

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**Employee Signature**

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**Date**