



Banquet House person

Position Summary: Responsible for the physical setting up and breaking down of the function room equipment, tables and chairs. Vacuums, sweeps, mops, clean restrooms and glass doors prior to and during scheduled events. part-time, as needed, non-exempt position; Employment pending criminal and drivers history records; Promotes the Zoo and its mission.

Reports to: Director of Food and Beverage
Sales and Events Coordinator
Banquet Chef

Essential Job Functions:

- Maintains cleanliness of banquet rooms, hallways, storage room, and service areas.
- Responsible for setting up, maintaining and breaking down banquet rooms.
- Must be able to work independently as well as in a team environment.
- Ability to push, pull, lift and carry up to 50 lbs. regularly and up to 100 lbs. occasionally.
- Maintains cleanliness of restrooms, entrance doors and lobby areas during special events.
- Disposes of refuse in proper location.
- Assists other banquet staff as needed during events.
- Responds quickly to requests from guests or management in a timely, friendly and efficient manner.

Education/Experience Requirements:

- Basic English language skills (written and verbal)
- Candidates must be able to read and understand a Banquet Event Order (BEO)
- High School diploma or equivalent
- Employment pending criminal history record

Skills / Experience Required:

- Commits to quality.
- Self motivated, Punctual; Respects others; Team player.
- Demonstrates flexibility and good organizational skills.
- Able to lift heavy items up to 100 pounds.
- Flexible schedule to work on an on-call/as-needed basis for special events for mornings/evenings, including weekend and holiday availability.
- Requires standing and walking.
- Working hazards include hot surfaces, wet floors, and sharp objects.

Additional Responsibilities:

- Adheres to Zoo policies and protocols.
- Performs other duties as requested.

Signature

Date

9/9/2016

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Approved by Human Resources Committee of Board of Directors