

Title: **Building Security Guard**
Entity: Spectra – Venue Management
Reports To: Server, Banquet Manager
FLSA Status: Part-Time Hourly: Non-Exempt
EEO Status: Service Workers

Job Summary:

Catering Waitstaff is responsible for serving guests in the venue dining areas at catering functions. Catering Waitstaff must be personable and able to work in an ever- changing fast-paced environment.

The employee must maintain excellent attendance and be available to work events as scheduled per business need.

Essential Job Functions:

- Responsible for serving meals to guests or directing guests to the buffet line.
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Responsible for recording a guest's order and relaying the order to the kitchen via P.O.S. system.
- Responsible for observing guests to respond to any additional requests and determine when the meal has been completed.
- Responsible for computing the cost of the meal and presenting the guest with the check. Accept payments and provide change as necessary.
- Responsible for refilling salt, pepper, sugar, cream, condiments and napkins.
- Responsible for replacing tableware and linens as necessary.
- Recommends certain dishes and identifies ingredients or explains how various items on the menu are prepared.
- Assists in setting up banquet functions including linens, dishware, glassware and silverware.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.

Knowledge, Skills and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate and alcohol service permit if required by state or federal regulations.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as related to cash/credit transactions and cash reconciliation.
- Ability to handle cash accurately and responsibly.

Education, Qualifications and Experience:

Fine dining and/or banquet experience preferred.