



## JOB POSTING

**Position Title:** Banquet Staff-All Positions  
**Location:** The Home Course, DuPont, WA  
**Start Date:** TBD  
**Respond To:** Emily Minnick, Food & Beverage Manager  
[eminnick@kempersports.com](mailto:eminnick@kempersports.com)

### **Position Summary:**

This position is responsible for providing excellent service and a professional environment during a banquet event.

### **Essential Duties and Responsibilities:**

- Meet with Food & Beverage or Event Coordinator prior to the event
- Set-up and tear down of all banquet events is according to the BEO (Banquet Event Order)
- Set tables and chairs
- Have open communication with the team members
- Have a friendly and professional attitude when interacting with clients and their guests
- Uphold a positive work environment with managers and fellow employees
- Arrive to work in proper uniform and ready to begin scheduled shift on time
- Make sure that all equipment and banquet supplies are returned cleaned and in their proper place
- Maintain the cleanliness and appearance of all banquet rooms before, during, and after events
- Proper handling of all food and beverage products
- Complete assigned side work throughout the scheduled shift
- Comply to the safety regulations set forth by the safety committee

### **Qualifications:**

- High school required.
- Banquet experience is preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends.
- Positive attitude, professional manner and appearance in all situations.

**Classification:**

Part-time or Full-time, Seasonal or Non-Seasonal, Hourly

**Working Conditions:**

Work hours may include days and evenings on weekdays and weekends. Work primarily in and out of a pavilion environment (catering), with some outdoor work involved. Will be exposed to sharp utensils, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. Injury may result of exposure to the above if safety policies and practices are not properly followed at all times.

**Machine/Equipment/Tools Used:**

Food service equipment, utensils, serving utensils, banquet carts.

**Physical Requirements:**

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Follow verbal and written instructions
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 8 hours at a time
- Lift up to 50 lbs