



Banquet Houseperson Position Description

Position Title: Banquet Houseperson

Reports to: Banquet Operations Manager

Position Summary: Physically set-up and maintain the Banquet Meeting and Private Dining rooms, including adjacent public areas. This must be done in accordance with the BEO (Banquet Event Order) details and may include assisting the Banquet Wait Staff with cleaning rooms prior to and after events.

Essential Functions:

- You must have the ability to move heavy equipment and furniture, and must be able to lift up to 75lbs.
- Responsible for the physical set-up of the Banquet room. This includes moving and setting up tables, chairs and other furniture/equipment to ensure proper set-up.
- Responsible for the set-up of equipment and materials needed in meeting and banquet rooms according to Union League Club standards outlined in Banquet operations manual.
- Read, comprehend and execute the BEO diagrams for all room set-ups.
- Maintain common preparation and “back” areas with the necessary service items needed for that particular event/day.
- Control and shuttle the linen between the Housekeeping Department and the Banquet Linen Closet.
- Keep all storage areas clean, organized and most important safe.
- Assist the Banquet and Catering managers in the inventory of supplies used in day-to-day operations.
- Perform any tasks required by any of the Banquet Managers.
- Report to work at the scheduled time well groomed and in the proper uniform.
- Performs all other duties as assigned by employer.

Qualifications and Skills:

Education: Any combination of education and experience equivalent to graduation from high school or any other combination of education, training or experience that provides the required knowledge skills and abilities.

Experience: Previous Banquet experience is preferred.

Additional Skills: Banquet Houseman must be able to move/work at a fast pace at any time throughout their shift. You must have the ability to move heavy equipment and furniture, and must be able to lift up to 75lbs. It is important that Banquet Houseman have a pleasant and friendly personality and the ability to converse with members and guests of the Club.