

# Banquet Server



**Department:** SC Events

**Type:** Part-time, Hourly, Staff

**Reports to:** Banquet Manager

A Banquet Server works as a member of the wait staff for food catering events and banquets. Duties include setting patron tables and buffet areas for service. During service, a Banquet Server accommodates all guests and is responsible for replenishing buffet food, refilling beverages, removing dirty dishes from tables and assist in additional tasks to help facilitate a smooth and efficient service

## Responsibilities:

1. Perform table setting, carry trays, and execute serving tasks following standard dining etiquette.
2. Set up buffets with food presentation standards and practices, ensuring safe food handling performance
3. Serve plated dinners to guests and respond to requests and other needs
4. Communicate with banquet manager as well as other servers and event organizers
5. Serve alcoholic and non-alcoholic beverages
6. Clean up venue after event ends and assist with inventory and other closeout tasks

## Qualifications

- Food Handler's Card – required to have within 30 days of being hired
- State of Missouri Alcohol and Responsibility Training Certificate (SMART) required
- Adhere to sanitation and safety standards
- Excellent organizational and communication skills
- Maintain a professional relationship with all clients, coworkers and employees
- Ability to work quickly and as a team in a fast-paced environment
- Requires lifting, carrying, pushing, pulling of up to 25 lbs and standing for 8 hours
- Must be available to work flexible hours including evenings, weekends, and holidays

**To Apply:** Submit an online [Stephens College application](#).

The successful candidate must pass a criminal background check.