

**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION  
Part-Time Banquet Server – 18+ (Non-Certified)  
Salary Range: \$12.00 - \$14.00 per hour  
Hours will vary but not to exceed 30 per week**

**Non-Exempt (PT)**

Function

Promote Hoffman Estates Park District and Bridges of Poplar Creek Country Club by providing quality service in banquets that meets the expectations all guests.

Supervision Received

Worked is performed under the supervision of the Catering and Event Supervisor.

Essential Functions and Responsibilities

**A. General Administration**

1. Work with Supervisor to ensure proper setup of banquets
2. Understand Banquet Event Order
3. Provide quality service of food and beverages for buffet style or plated.
4. Clear tables and room to ensure guest comfort
5. Break down and reset rooms
6. Carry trays
7. Polish Silverware
8. Greet guests in a friendly and courteous manner at all times
9. Able to serve drinks (both alcoholic and non alcoholic) to guests as instructed

**B. Customer Service**

1. Greet all guests, Park District staff and Visitors in a friendly manner
2. Staff will be properly informed of all HEPD information to provide the guests with accurate information

**C. Safety, Health and Loss Control**

1. Support, promote and make recommendations regarding all safety, health and loss control
2. Be familiar with the Employee Safety Manual. Staff must follow all safety procedures set in place by HEPD

### Psychological Considerations

1. Must be able to handle stressful situations with the public and staff
2. Must be able to respond to a customer's needs
3. Must be able to work in a fast paced environment

### Physiological Considerations

1. Must be able to work prolonged hours
2. Must be able to stand, walk and climb

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities assigned by Catering and Events Supervisor.

### Requirements

1. 18 years or older
2. Valid Illinois drivers license
3. Operate power equipment necessary to complete assignments.
4. Able to lift 50lbs with no bending or twisting restrictions.
5. Deal with the public and fellow employees in a polite and businesslike manner.
6. Become familiar with the Employee Safety Manuals.
7. Perform all other duties as assigned

### Experience

1. Two years wait-staff experience in banquets or restaurants recommended.

### Education

1. Obtain and renew an alcohol awareness certificates with Hoffman Estates Park District on an annual basis.

Board Approved: \_\_\_\_\_