

Banquet Houseperson

Set up designated function rooms to group's requirements in accordance with hotel standards. Maintain cleanliness and working condition of all respective equipment, guest and service areas. Break down function rooms at the end of the event.

Responsibilities include:

- **Maintain complete knowledge of:**
 - a. **Daily scheduled group functions, times, locations, amount of people.**
 - b. **Location of all hotel function space and names of rooms**
 - c. **All styles of meeting and banquet room settings.**
 - d. **Correct maintenance and use of equipment.**
 - e. **All safety guidelines.**
- **Handle and transport all equipment carefully to prevent injuries and damage; use equipment only as intended.**
- **Review assignment sheets with supervisor; update completed assignments; Check with supervisor throughout shift for additional assignments.**
- **Set up rooms and function areas with designated tables, chairs, staging, dance floor, flipcharts, easels, blackboards and other equipment as specified by group requirements and in accordance with departmental standards.**
- **Set up table linens, skirting and tabletop items (water pitchers, glasses, etc.) as specified.**
- **Breakdown function areas as scheduled. Store all reusable goods and return equipment to specified storage area.**
- **Responds to requests from guests.**

Qualifications:

- **Customer service experience**
- **Carrying and lifting items of up to 75 pounds (i.e. tables, chairs, stages, dance floors) occurs often; Pushing and pulling cart of up to 100 pounds occurs often;**
- **Required to work different shifts including weekends and holidays.**

Salary:

- **\$11.60 per hour. Union position.**