



Job Description Title:	Banquet Attendant	Primary Supervisor(s):	Ashley Wear
Department/Group:	Banquet Staff	Travel Required:	Minimal
Location:	Banquet Hall	Position Status (FT, PT, etc.):	Part Time
FLSA Classification:	Non-Exempt - Hourly	Physical Demands:	Moderate/High – See Chart
General Work Day/Week:	A work shift may fall anywhere between 8am to 4am, weekdays or weekends. (Monday through Sunday)		
Education and Experience:	Prior experience preferred but not required. Will provide the necessary training needed.		
Committee Assignments:	Culture Enhancement, Entertainment, Quality Improvement		
Corporate Mission/Statement:	Company Values:		
It is the mission of Grand Vue Park to provide our patrons a safe and clean natural environment in a friendly and courteous manner; to offer comfortable lodging, educational and entertaining recreation and fun for families and friends. We remain deeply committed to serving our special constituency throughout Marshall County.			
Primary Responsibilities/Essential Job Duties:			
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Job duties may include but are not limited to any or all of the following depending on which facility you are assigned to at any given time. • Timely set up and break down of events held at Grand Vue Park’s Banquet Hall • Maintain the cleanliness of the Hall, Bathrooms, Kitchen and Storage areas. • Provide customer services during events. • Ensure Banquet Hall is safe and secure upon leaving. <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Must be 18 years of age or older. • Must have valid driver’s license and reliable transportation. • Must be able to lift up to 50lbs. • Must be able to work flexible hours. • Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work. 			

PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i>				
ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		



PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i>				
ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing		X		
Tasting or smelling	X			
Driving		X		
<p>This position is described as moderate/high physical activity performing strenuous daily activities. This position requires lifting or carrying items more than 90% of the time. Frequency of weight lifted is as follows: up to 50 lbs. This position requires both close and distant vision. The work environment is well lighted, indoor setting with adequate ventilation.</p> <p>Equipment used: Tables, chairs, table skirts, etc.</p>				

WORK STYLES:

Adaptability/Flexibility: Job requires being open to change and to considerable variety in the workplace.

Attention to Detail: Job requires being careful about detail and thorough in completing work tasks.

Cooperation: Job requires being pleasant with others on the job and displaying a good-natured cooperative attitude.

Dependability: Job requires being reliable, responsible, dependable, and fulfilling obligations.

Initiative: Job requires a willingness to take on responsibilities and challenges.

Stress Tolerance: Job requires dealing calmly and effectively with high stress situations.

KNOWLEDGE REQUIRED FOR THIS POSITION INCLUDES THE FOLLOWING:

Customer and Personal Service: Knowledge of principles and processes for providing customer services. This includes needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. The ability to write routine reports and correspondence and have the ability to speak effectively with clients, visitors, and team members.

Computer Programs/Systems: Knowledge of and familiar with E-mail, Internet browsers, Excel, Word, and other specific firm applications/systems.

SKILLS REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Active Learning: Giving full attention to what other people are saying, taking the time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination: Adjusting actions in relation to others' actions.

Judgment and Decision Making: Evaluating the details and using proper information to make good quality decisions with regard to team members, customers, and management.

Reading Comprehension: Understanding written sentences and paragraphs in work related documents.

Speaking: Talking to others to convey information effectively.

Time Management: Managing one's own time and the time of others.

ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression: The ability to communicate information and ideas in speaking so others will understand.



Written Comprehension: The ability to read and understand information and ideas presented in writing.

Problem Anticipation/Sensitivity: The ability to tell when something is wrong or is likely to go wrong.



Manager's Name

Title

Manager's Signature

Date

Employee's Name

Title

Employee's Signature

Date