



Position Announcement: BANQUET SERVER

JACKSON CONVENTION COMPLEX

Jackson, MS

POSITION: Banquet Server
DEPARTMENT: Food & Beverage
REPORTS TO: Director of Food & Beverage
FLSA STATUS: Part-time - Non-exempt-Hourly

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a PT Banquet Server at the Jackson Convention Complex. The Banquet Server is responsible for serving high quality food and beverages in a positive friendly manner at various functions and dinners with the accent on service and timeliness

MAJOR RESPONSIBILITIES:

- Serves food on a tray at banquets and dinners.
- Pours water, tea, coffee and other beverages
- Arranges chairs and tables in banquet hall before banquet or meal begins
- Places linens and table clothes on tables
- Assists in the place setting of tables with plates, glasses, silverware, napkins etc. that are associated with various banquets and special functions.
- Fulfills with accuracy and timeliness each Banquet Event Order. (BEO)
- Smiles and makes frequent contact with guests at tables assigned to him/her
- Cleans tables after meals are served
- On occasion serves food buffet style.
- Prepares items for breaks and then wheels these items to various locales throughout the complex.
- Maintains good grooming standards and clean personal uniforms
- Performs all other duties as assigned

QUALIFICATIONS:

- Must be 18 or older
- High School Diploma or GED equivalent.
- Strong orientation to customer service

PHYSICAL EFFORT

This position requires stooping, lifting, substantial walking, a good amount of time on one's feet and the repetitive lifting of a service tray with food on it to your shoulder.

WORKING CONDITIONS

This job calls for work throughout the complex. Working hours vary and there is no travel.

SMG is an equal opportunity/affirmative action employer, and invites women, minorities, individuals with disabilities and protected veterans to apply. VEVRAA Federal Contractor