



Position opening:

Banquet Server

Irving Convention Center

Irving, TX

POSITION: Banquet Server
DEPARTMENT: Food & Beverage
REPORTS TO: Food & Beverage Manager and/or Banquet Captain
FLSA STATUS: Part-time Hourly, Non-Exempt

Summary:

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a **Banquet Server** at the SMG Irving Convention Center. This is a hands-on position, providing the highest degree of professional catering service to guests with the goal of achieving customer satisfaction and retention.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Greets all guests with enthusiasm and friendliness.
- Serves food alcoholic beverages in an appropriate manner consistent with company standards.
- Answers guest questions about food, beverages, and our facility accurately and in a friendly manner.
- Does side work during non-busy hours.
- Speaks to all guests with enthusiasm at all times.
- Develops relationships with guests.
- Provides the highest level of service in accordance with our standards.
- Identifies food orders when ready and delivers items to tables in a timely manner.
- Maintains a professional appearance at all times.
- Communicated with food and beverage staff to ensure guest satisfaction.
- Maintains a professional relationship with all coworkers.
- Follows checklists and standard operating procedures.
- Maintains a safe, clean, organized and stocked work area.
- Maintains full knowledge of menus, recipes and other pertinent information.
- Constantly increasing knowledge of food, beverages and other products and services.
- Ensures that guest have a positive and memorable experience.
- Responsible for constant sanitation, organization, and proper food handling.
- Reports for work in proper uniform according to the scheduled time.
- Other duties as assigned by the Food & Beverage Manager and/or Banquet Captain.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability

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required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent
- Minimum 6 months experience required.
- Facility/industry experience preferred.

Skills and Abilities

- Knowledge of catering services and terminology
- Strong guest service skills
- Works well with others
- Receive and carry out instructions in a timely manner

Other Qualifications

- TABC preferred but not required
- Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends and holidays. Some travel as needed.

Physical Demands

This position requires performing repetitive eye/hand coordination; daily lifting and carrying up to 25 lbs. above shoulder level for up to 5 minutes at a time; constant standing, walking, stooping, reaching, and handling objects; not subject to adverse conditions; irregular hours will be required.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

hr@irvingconventioncenter.com
Irving Convention Center
500 W. Las Colinas Blvd.
Irving, TX 75039
972-401-7729

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SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.

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