

# PARAGON CASINO RESORT

## Job Description

### ON-CALL BANQUET FOOD SERVER

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Banquet Captain</b>
<b>Job Code:</b>	<b>FS04</b>	<b>License:</b>	<b>Non- Gaming</b>
<b>Position Code:</b>	<b>FS010</b>	<b>Costing:</b>	<b>300 3010 3016</b>
<b>Pay Grade:</b>	<b>N3</b>	<b>Date:</b>	<b>4/25/17</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for providing dining service to all guests in an efficient, courteous and professional manner displaying a high standard of guest services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for prompt, efficient and courteous service of food and beverages to guests.
- Performs necessary tasks to service guests, i.e.; taking and filling all food and drink orders and assisting in maintaining guests dining area in a clean and neat manner.
- Monitors Guests' needs on a continual basis ensures all requests will be promptly fulfilled.
- Responsible for cleaning and clearing, setting (ensures tables are set in accordance with venue standards) and resetting tables, monitoring tables for guest needs and duties requested by supervisory personnel, in an efficient courteous manner displaying a high standard of guest services.
- Serves the guest throughout their meal, observing the guest for any requests for service, clears all dishes from the table during and after guests are through eating, continually providing them with a clean, neat eating area.
- Performs as a team member with supervisors, food servers, bus people, and kitchen staff in producing a smoothly and efficiently run operation.
- Maintains cleanliness of all side stations.
- Assists other restaurant personnel with maintenance (side work, opening/closing duties) as necessary.
- All other duties as assigned in the unrelated areas to gaming.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.

- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

### **REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) and previous food server experience preferred. In house training will be provided.

**Qualifications:** Strong organizational, interpersonal, and communication skills required. Must be able to work alone, without supervision. Must have flexible hours, and be able to work long hours for special events including Weddings, Celebrations, Meetings and more. Needing an individual that has banquet experience, self motivated, well organized and a Team player.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or Associates of the organization.

**Mathematical Skills:** Ability to work with mathematical concepts such as addition, subtraction and multiplication tables.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Associate frequently is required to stand and walk.

The Associate must frequently lift and/or move up to twenty five (25) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

