

PARAGON CASINO RESORT

Job Description

BANQUET HOUSEMAN

Department:	Food & Beverage	Reports to:	Banquet Captain
Job Code:	BHM01	License:	Non-Gaming
Position Code:	BHM001	Costing:	300 3010 3016
Pay Grade:	N4	Date:	12/12/19
EEO-1 Code:	9		

SUMMARY:

Responsible for providing dining support service to all guests and staff in an efficient, courteous and professional manner displaying a high standard of guest services. Sets up designated function rooms to group's requirements in accordance with casino standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for prompt, efficient and courteous service of food and beverages to guests and staff.
- Responsible for cleaning (ensuring tables are set in accordance with venue standards) and resetting tables.
- Performs all duties requested by supervisory personnel, in an efficient courteous manner displaying a high standard of guest services.
- 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 and banquet storage areas.
- Assists other food and beverage personnel with maintenance (side work, opening/closing duties) as assigned by the Banquet Manager.
- Maintains cleanliness and proper working condition of all respective equipment in guest and service areas.
- Perform other non-gaming duties as assigned.

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) preferred.

Qualifications: Strong organizational and interpersonal skills required. Exceptional communication skills. Must be able to work alone without supervision.

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 add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

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.

