



# OWL'S NEST

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## LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

### JOB DESCRIPTION

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**TITLE:** Banquet Server

**REPORTS TO:** Banquet Manager  
Assistant Banquet Manager

**DEPARTMENT:** Food & Beverage

**FLSA STATUS:** Non-Exempt (Hourly)

### JOB SUMMARY

The Banquet Server must understand the timeline and layout of an event including setting up and staffing a buffet line; carrying and placing trays when table service is required. The Banquet Server may be assigned to specific tables and sections, pour champagne or wine service as well as fulfill all event staff tasks with ease.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Event execution from start to finish; set up, service and break down.
- Side work, including cleaning and storing of equipment before and after events.
- Assists in maintaining current inventory of all necessary small wares, linen, and furniture.
- Interact with guests.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to convey a professional demeanor with guests and co-workers.
- Excellent communication skills both verbally and visually.
- Able to multi-task while still paying attention to detail.
- Experience in the hospitality industry helpful.

### LICENSURE / CERTIFICATION REQUIREMENTS

- High School Diploma / GED
- Must be 18+ years.
- TEAM Certification (or within 30 days of hire)
- Participation in ongoing training and education.

### PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Availability on weekends, nights and some holidays required.
- Able to lift, balance and carry a tray at shoulder level and utilize a tray jack.
- Climbing stairs, lifting, pushing, carrying, bending, reaching, standing, and walking for extended periods.
- Must be able to lift and stack objects up to 50 pounds occasionally and frequently exert 10 to 20 pounds of force to lift, carry, or otherwise move objects.

- Exposure at times to inclement weather.

*I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Banquet Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Banquet Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.*

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Signature

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Printed Name

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Date