



Position	Division	Department	Payroll Status	Start Date	End Date
BANQUET HOUSEMAN	CATERING & CONVENTION SERVICES	BANQUET OPERATIONS	PART TIME/ON CALL	now hiring	REGULAR

JOB SUMMARY: Set-up, clean and maintain meeting and banquet rooms following the standards of service as set by resort management.

ESSENTIAL RESPONSIBILITIES:

- Properly clean and set meeting rooms and banquet functions per specifications on resume and BEOs or as given by banquet management including vacuuming floors and cleaning walls and windows/mirrors. Proper care, movement, storage of all equipment such as tables, chairs, risers, dance floor lecterns is required. Proper control and storage of meeting room supplies such as linen, pads, pens/pencils and candy, etc. are required.
- Service every meeting room by emptying trash, removing dirty plates, cups, linens and glasses, and replace as necessary. Straighten all chairs. Replenish water requirements as specified or requested.
- Maintaining service corridors, pre-function space, and storage areas clean, organized and unobstructed.
- Upon customer request, locate and deliver convention material to designated location.
- Perform other duties as requested, such as moving furniture in and about the resort.
- Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the resort. In addition, attendance at all scheduled training sessions and meetings is required.
- Upon employment, all employees are required to fully comply with Starwood rules and regulations for the safe and effective operation of the resort's facilities. Employees who violate resort rules and regulations will be subject to disciplinary action, up to and including termination of employment.
- Relay any problem situations or damaged areas to Banquet Management in a timely manner for immediate action.
- Perform other duties as requested, such as moving office furniture and cleaning carpet and chairs.
- Additional duties as necessary and assigned.

REQUIREMENTS:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- High school or equivalent education required.
- Prior hospitality supervisory experience preferred.

PHYSICAL DEMANDS:

- Most work tasks are performed indoors. Temperature is moderate and controlled by resort environmental systems.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously.
- Must be able to exert well-paced ability in limited space and to reach other departments of the resort on a timely basis.
- Must be able to bend, squat and lift up to 75 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

QUALIFICATIONS:

- Must be at least 18 years of age or older.

