



CAFE • RETAIL • EVENTS • CATERING  
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## POSITION DESCRIPTION

**Title:** Banquet Server **Department:** Loveless Barn

**Position Status**  X  FT   PT   IC

**In the performance of their respective tasks and duties all employees are expected to conform to the following:**

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.

### **Position purpose**

Banquet Servers for Loveless Event Catering assist with set up, food service and execution of all events for Loveless Event Catering. Banquet Servers uphold all Loveless standards, are on time and prepared.

### **Responsibilities/Duties/Functions/Tasks**

- Complete assignments as communicated by Event Supervisor and Banquet Event Order (BEO)
- Follow diagrams and pull lists for proper set up as required for each event
- Report to Captain for specific direction on tasks to be completed
- Set up beverage stations as needed for each event
- Successfully execute food service and demonstrate an understanding of the service styles we offer (Buffet, Action Stations, Family Style and Plated Meal)
- Clear and maintain guest tables on main floor
- Work with others to maintain and organize the breakdown area
- Dispose of trash throughout the day/evening

- Uphold the existing policies and procedures set forth by The Loveless Barn Training Guide and the TABC
- Awareness of challenges and anticipating guest needs
- Knowledge of staff strengths and weaknesses

### **Qualifications**

- Previous Banquet Service and/or Restaurant experience preferred
- Excellent reading, oral and written communication skills, including the use of email
- ABC Certified

### **Special Position Requirements**

- Valid Tennessee Driver's License
- Must have availability to work a changing schedule
- Will work nights, holidays and weekends

### **Preferences**

- Serve Safe Certified
- Knowledge of Food and Beverage Software (Aloha)
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures
- Willing to be hands-on with staff and operations and be willing to work event-based hours that include evenings and weekends
- Ability to work in a diverse environment with focus on client and customer services is essential to success in this role
- Supportive team player

### **Work Requirements**

Must be able to lift 50lbs

Must be able to work in non-climate controlled environments

### **Pay Range**

\$12 - \$14/hour