UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2014-2015

Title
On-Call Student Banquet Server – Catering Server I

Location
Richmond

Department
University Catering

Reports to
Catering Managers and Banquet Captain

FLSA Status
Non-Exempt

Summary
The Banquet Server works as part of the Catering Department team, and directly under the supervision of the Catering Managers and Banquet Captain. Banquet Servers work at catered events on the University of Richmond campus, providing courteous service of food and beverages to the University faculty and staff and their guests, and to off-campus clients being attentive to their needs. Banquet Servers assist in all set-ups, clearing, restocking and break down of events.

Accountabilities
1. Responsible for assisting in all aspects of set-up and service at various catered events on the University of Richmond campus.
2. Responsible for set-up, clean up, breakdown, and organization of kitchen, dining room, and storage room areas.
3. Must have basic food safety knowledge.
4. Must be able to carry food trays up to 50 lbs.
5. Must be able to operate various equipment safely (ex: Coffee Machines, Dishwashers).
6. Must be responsible and trustworthy.
7. Must be self-motivated, pro-active, and able to work independently.
8. Must maintain a high standard of personal hygiene and appearance.
9. Must wear a clean black and white uniform (standard to the industry).
10. Must be willing to work flexible hours, including nights, weekends and holidays.
11. Must be able to effectively communicate verbally, and possess a polite and well mannered disposition.
12. Must be able to lift and carry heavy items up to 50 lbs. (Ex: Linen, Trash, Supplies).
13. Must be able to bend, lift and stoop frequently (Ex: serving trays with food).
14. Must be able to stand on feet for long periods of time.
15. May be asked to perform other duties as needed.
16. Must be able to follow instructions well.

**Key Interfaces**

- Interacts with all levels, to include Trustees, University President, VPs, department heads, faculty, staff, students and off-premise clients.

**Skills and Competencies**

- Ability to follow instructions well.

**Education**

- High school education or greater.

**Experience**

- Previous banquet, catering, and/or restaurant wait staff experience necessary.
- Previous catering event experience preferred.

For Student Employment Use only:

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