

HORIZONS

ART OF HOSPITALITY

Job Description

Job Title: Banquet Server

Location: Horizons Conference Center

City: Saginaw, MI

Job Type: Part-Time Hourly

Reports To: Banquet Manager

HORIZONS Conference Center is Mid-Michigan's premier full-service event center. Our mission is to provide our guests with the ultimate HORIZONS experience through hospitality, excellent service, superior presentation and outstanding quality. Since opening our doors in 1996, we have built a reputation for delivering the highest level of service with a personal touch, which we call the *Art of Hospitality*. At every level of our organization, our people are passionate about hospitality and delight in creating distinctive, memorable experiences.

HORIZONS is seeking the very best to join our banquet service team as Banquet Servers. Our ideal candidate will have a passion for providing great service, possess a cordial and warm personality and is available to work evenings and weekends.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

Required Qualifications:

- Ability to lift up to 30 pounds frequently; up to 50 pounds occasionally.
- Able to stand for long periods of time.
- Must be well-groomed and possess a friendly personality.
- Ability to read and communicate in English.
- Possess a positive attitude and a willingness to learn.
- Must be punctual and have the ability to work nights and weekends.
- Must be 18 years of age or older.

Desired Qualifications:

- One or more years of experience in customer service in an upscale restaurant or bar.

Essential Duties & Responsibilities

Include The following:

- Provide fast and efficient service in a timely manner by providing first-class quality food and beverages to our guests.
- Deliver personalized service to our guests and demonstrate a strong attention to detail.
- Learn and implement all health and sanitation practices.
- Follow instructions as provided by Banquet Manager.
- Works well individually and as part of a team.
- Providing positive guest experiences through exceptional service.
- Maintain a positive attitude throughout your shifts and exude a "can-do" attitude.

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- Set-up and breakdown rooms as needed.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

HORIZONS Conference Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HORIZONS Conference Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HORIZONS Conference Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HORIZONS Conference Center's employees to perform their job duties may result in discipline up to and including discharge.

How To Apply

Interested candidates may submit a resume via the application used to view this job posting, send a resume directly to HCCreceptionist@horizonscenter.com with "Banquet Server" in the subject line, or visit HORIZONS Conference Center during regular business hours to complete an application in person.