



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Catering Server / Runner / Set-Up	COMPANY: SMG
DEPARTMENT: Food & Beverage/Catering	FACILITY: SMG Evansville
REPORTS TO: Catering Sales Manager	FLSA: Hourly – Non-Exempt

POSITION SUMMARY:

Responsibilities include but not limited to, serve menu items according to the Banquet Event Order (BEO), time the service of courses, perform pre and post-shift side work; set-up, condiments, etc., clear tables after service, plating of meals and assisting with set up and break down.

POSITION RESPONSIBILITIES:

- Report to work at your assigned time in proper uniform
- Read BEO and know how to complete a set-up.
- Set tables in assigned area correctly and uniformly.
- Keep station neat and clean while servicing guest per established policies and procedures.
- Use proper in-room clearing and aisle tray break-down buffet or other special food service tables and equipment.
- Assist Lead Server or Supervisor in setting up/breaking down buffet or other special food service tables and equipment.
- Greet and serve guests following guidelines set by the policies/procedures regarding the service of food and beverage.
- Run plated food to distribution areas
- Carry large trays with up to 8 plated meals from back service halls to tray jacks in room.
- Complete assigned sidework.
- ***Other duties as assigned.***





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WORK CONTACTS:

Contact with the Food & Beverage Catering Manager, Catering Supervisors and other venue employees.

REQUIRED KNOWLEDGE:

- Knowledge of principles, values and processes for providing exceptional guest service
- Meet quality standards for services and customer satisfaction
- Ability to understand and speak English.
- Strong organizational and customer service skills
- Able to work and focus in a fast paced environment
- Must be able to adapt to constant changes
- Able to work well with others
- Able to successfully work independently and as part of a team
- Able to work well under pressure

WORKING ATTIRE:

Professional server attire (white tuxedo shirt, black tuxedo pants, black socks or stockings, black non-slip shoes) on event days.
Casual on non-event days (no sweat or work-out gear)

MINIMUM REQUIREMENTS:

- Ability to work unsupervised, must be focused and detailed.
- Meet all personal hygiene and health department standards
- Ability to lift and carry up to 40 pounds.
- Ability to stand on feet for long periods of time.
- Ability to use abdominal and lower back muscles continuously
- Ability to perform physical activities that require considerable use of arms and legs
 - Climbing
 - Lifting
 - Balancing
 - Walking
 - Stooping
 - Pushing
 - Carrying (to include plated food trays)



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To Apply:

Please send a copy of your most recent resume to:

Shelbi Brown
Old National Events Plaza
715 Locust Street
Evansville, IN. 47708
Email: sbrown@smgevensville.com
Fax: 812-435-5858

Applicants that need reasonable accommodations to complete the application process may contact- 812-435-5770

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.