



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>1. Department Name:</u> Prairie Star Catering	<u>2. Position Title:</u> Banquet Server	
<u>3. Department Budget #:</u> 66	<u>4. Physical Work Address:</u> 288 Prairie Star Rd. Santa Ana Pueblo NM 87004	
<u>5. Supervisor Title:</u> Food & Beverage Manager	<u>6. Supv. Cell Phone:</u> Provided upon Request	<u>7. Supv. Work Phone:</u> 505-867-3327

8. Position Status:

Regular _____	Full Time _____
Seasonal _____	Part Time _____
Occasional <u> X </u> _____	Exempt _____
Emergency _____	Non-Exempt <u> X </u> _____
Contract _____	

9. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Human Resources will use this text when positing this position for hire.

Under direct supervision of the Food & Beverage Manager, the Banquet Server must assure that Prairie Star standards of service and NM State Liquor Laws are being adhered to at all times. Prepare banquet rooms for use. Assist in ensuring that the events are on time, maintain high standards of cleanliness of all banquet areas. Provide all group guests with a lasting impression with the intent for return business. Maintain proper dining experience, delivering items, fulfilling customer needs, removing courses, replenishing utensils, refilling glasses. The servers are to be polite, courteous and friendly to all guests at all times. Basic knowledge of banquet sets and reading of event order/ BP's.

10. Minimum Qualifications:

Must be 21 years of age and possess current Alcohol Server Permit. Must maintain validity of Alcohol Server Permit throughout employment with SAGC. Must possess current Food Handling Certification or obtain within 60 days of employment with SAGC.

11. Knowledge required -

Banquet sets and service protocols

Skills required -

Service experience in a food dining experience. Excellent communication with the ability to handle last minute changes and organize and assign duties.

Abilities required -

May require heavy lifting of tray and furniture for setting rooms and events. To understand and follow verbal instructions; to frequently move, lift, carry, push, pull and place objects up to 50 pounds without assistance and occasionally up to 100 pounds with assistance; to stand, sit or walk for an extended period of time or for an entire work shift; to reach overhead with hands and arms below the knees; to climb, balance, stoop, kneel, crouch and crawl. Professional customer relations and multi-task all areas.

12. List the duties and responsibilities of the position.

Duties/Functions/Tasks

- Take direction from the Captain for specific duties and responsibilities.
- Must assure that Prairie Star standards of service and NM State Liquor Laws are being adhered to at all time. The servers are to be polite, courteous and friendly to all guests at all times.
- To listen to and analyze feedback from clients, employees, and supervisors to make judgments and take action to implement suggestions for improvement.
- Maintain working rapport with **all staff** for efficient operation and service to customers.
- To follow all other guidelines and be flexible in duties assigned - with respect to each station/position - as set forth periodically and communicated to all personnel by management.

Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional. Review and follow the Employee Policies and Procedures handbook. Maintain confidentiality of proprietary information and protect SAGC assets. Notify supervisor of any important issues as necessary.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals. Essential functions of this position include attendance and punctuality.

Perform other related duties as assigned by the Banquet Captain or Catering Director. Will be under direct supervision of the Food & Beverage Manager, and Director of Golf/General Manager on occasion.

13. SUPERVISORY RESPONSIBILITIES (Must be reflected in Section 12)

 X NO, the position does not directly supervise others

 YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

- | | |
|--------------|--|
| Level | Definition of Authority |
| 1 = | Supervisor effectively recommends and/or takes action. |
| 2 = | No authority. |

	Supervisory Actions
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Position Title(s) Supervised.	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
 (NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light				X
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors				X
Reading				X
Writing				X
Calculating				X
Editing				X
Evaluating				X
Interpreting				X
Organizing				X
Standing				X
Sitting				X
Walking				X
Running				X
Bending, Twisting, Kneeling				X
Pushing/Pulling				X
Climbing (includes into/out of cramped spaces)				X
Crawling (includes into/out of cramped spaces)				X
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds				X
Lifting/carrying more than 50 pounds				X
Driving (regular class D license – list under # 22)	X			
Work in/exposure to inclement weather				X
Work at heights (e.g., towers, poles)			X	

	NA	NE	O	F
Exposure to dust, chemicals, or fumes, exhaust				X
Exposure to loud noises				X
Exposure to needles or sharp implements				X
Exposure to electrical current (not outlets)				X
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			x	

14. **List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, calculator, bulldozer, drill, Excel, etc.)**

Lifting tables/chairs, use of knives, use of ladders

15. **List any license (i.e. driver's license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.**

Alcohol Certification

16. **List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.**

Employee Handbook

17. **Employee Certification** – I certify that I have read the above statements and agree to perform accordingly to the best of my ability.

Signed _____

Date _____

Print Name _____

18. **Supervisor/Manager/Director Certification** – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____