



**POSITION:** Banquet Server  
**DEPARTMENT:** Food & Beverage, Banquets  
**REPORTS TO:** Banquet Captain  
**STATUS:** Hourly, Non-Exempt

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ASM Global, the world's leading venue management and services company has an excellent and immediate opening for a Banquet Server at the Avenir Centre. This position takes direction from the Banquet Captain during all catering event functions, i.e. meal events and coffee breaks. Their duties include being responsible for their assigned table tasks, completing prep work such as setting up buffet stations, and cleaning up after patrons at the end of their shift.

#### **AREA OF RESPONSIBILITY:**

- Preparing tables, serving stations, or buffet tables for service.
- Running food from the kitchen to the tables.
- Serving food and beverage to guests at their tables or at serving stations, adhering to the standards and requests set out on the BEO for the event.
- Creating a pleasant atmosphere for dining and entertainment.
- Communicating with colleagues to ensure a smooth event.
- Providing bar service to guests, including cash and credit services.
- Cleaning up after events and aiding in inventory.
- Bring any food and/or beverage quality problems to the immediate attention of the Banquet Captain.
- Ability to carry serving trays containing 10 entrees with items weighing 50 pounds.
- Ability to focus on the job while staying on their feet and moving about freely.
- Perform other duties as assigned based on event needs.

#### **EDUCATION AND EXPERIENCE**

- High school diploma or GED.
- Previous experience as a banquet server and beverage experience in a large hotel/convention center banquet department.
- Ability to interact with all levels of staff including management and clients.
- Comprehensive knowledge of banquet preparations and operations; service standards; guest relations and etiquette; and knowledge of all applicable health and safety regulations.
- Responsible Beverage Service Certificate preferred.
- Ability to function in a fast-paced, team-oriented environment, sense of urgency.
- Commitment to exceptional guest service.
- Excellent communication skills.
- Proficiency in English required, proficiency in French preferred



## **COMPENSATION**

Compensation is dependent on experience. This position is part-time, primarily evening and weekend shifts, some holidays. All Food & Beverage scheduling is dependent on the Avenir Centre's events calendar.

## **PHYSICAL DEMANDS / WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function, in a loud noise environment. Must have the physical ability to maneuver around facility, at times, walking and/or standing and navigating stairs for 8-10 hours or greater as required. Must be able to lift/transport up to 50 pounds. This position has direct contact with guests, managers and employees.

## **NOTE**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

## **TO APPLY**

### **Please send resumes to:**

Melissa Schaus  
Premium Coordinator  
[premium@avenircentre.com](mailto:premium@avenircentre.com)

Please ensure the subject line reads: **Banquet Server**  
Only successful applicants will be contacted.