

POSITION DESCRIPTION

JOB TITLE: Banquet House Person

DEPARTMENT: Banquets

REPORTS TO: Director of Banquets

ESSENTIAL PURPOSE: To ensure proper set-up of all Banquet functions.

ESSENTIAL DUTIES:

- To communicate all guest requests to an appropriate supervisor in a timely and professional manner.
- To set-up all meeting rooms per instructions from the Conference Service staff.
- To set-up all food and beverage functions per instructions from the Catering Staff.
- To assist Banquet wait staff, as directed, to bus tables, and set-up and replenish buffets.
- To set-up and service all coffee break areas.
- To follow all policies and procedures of Temecula Creek Inn.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Able to understand English and to follow simple verbal directions. May be required to have a valid California driver's license, and to show proof of personal automobile insurance coverage. Hotel experience preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Learns quickly. Safety-minded. High quality standards for production and service. Courteous and friendly manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Constantly moving between in and outdoor environment throughout shift. Spends approximately 70% of shift working indoors in temperature-controlled, clean, and well-lighted Banquet and meeting rooms. Spends up to 30% of shift outdoors, depending upon weather conditions. Frequently work on uneven or slippery surfaces, including grass, concrete, and tile. Bi-level structures. Work areas may be noisy and congested, depending upon size and location of function. Performs work in all areas of extensive facility.

PHYSICAL DEMANDS: Stands/walks throughout shift. Constantly required to handle and move objects weighing up to 50 lbs. over short to moderate distances. Bends, stoops, reaches, and lifts to perform routine job tasks. Must be able to work under pressure. Uses stairs frequently throughout shift. Flexibility and good reflexes required to operate electric cart.

IMPACT OF DECISION: Decisions directly impact the public image of the hotel. Poor decisions may result in customer dissatisfaction and loss of revenues due to improper room maintenance and presentation, or unsafe work practices.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Part-Time and, upon completion of the Introductory Period, the employee is eligible for certain benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between Temecula Creek Inn and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not

limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the Board of Directors of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the Board of Directors before it is effective.

Temecula Creek Inn reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____

Supervisor signature

Date: _____