

JOB DESCRIPTIONS AND UNIFORM REQUIREMENTS

BANQUET WAITSTAFF and/or CAPTAIN

- Only experienced or HospitalityStaff[®] trained Waitstaff.
- Understand traditional table place settings.
- Must be willing to perform any duties set forth by client Captains/Managers.
- Ability to carry 10 entrees on an oval tray and load post function trays to minimize breakage safety concerns.
- TOOLS: Waiters corkscrew, pen and lighter.
- UNIFORM REQUIREMENTS:
 - ◇ White TUXEDO wingtip shirt.
 - ◇ Black TUXEDO slacks or black TUXEDO skirt.
 - ◇ Black bow tie and cummerbund.
 - ◇ Black socks for slacks, neutral hose with skirts.
 - ◇ Black shoes that hold a polish and have slip-resistant soles (no tennis shoes).
 - ◇ Black TUXEDO jacket or vest (based on city).

BARTENDERS

- Minimum one year experience.
- Must be bondable.
- Knowledge of set up of speed bars and ability to work quickly and friendly.
- TOOL REQUIREMENTS: same tools required as Banquet Waitstaff above.
- UNIFORM REQUIREMENTS: same uniform required as Banquet Waitstaff above.

CULINARY

- Knowledge of proper culinary sanitation practices, including temperature danger zones.
- Ability to work quickly while understanding the safety standards in a professional kitchen including correct slicing and dicing techniques.
- Knowledge of basic cooking principles including volume prep and cooking techniques.
- At least 2 years experience in the culinary field willing to assist in any kitchen station with minimum supervision and a good attitude.
- TOOL REQUIREMENTS: French knife, Paring knife, 5” Boning knife, tongs and a spatula.
- UNIFORM REQUIREMENTS:
 - ◇ Clean white chef’s jacket and kitchen check pants.
 - ◇ Black shoes which will hold a polish and have slip resistant soles (no tennis shoes)
 - ◇ Black or white socks.
 - ◇ Clean apron.

CARVING & SAUTE CHEF

- Knowledge of carving techniques used to carve bone in and out meats.
- Ability to organize and work a sauté station quickly, efficiently and with a hospitable attitude toward the clients guests.
- TOOL REQUIREMENTS: 10” French knife, 12” slicer, 5” bone knife, steel and carving fork.
- UNIFORM REQUIREMENTS: The same uniform required as our culinary position above.

CAFÉ SERVER

- Ability to serve all items offered in a quick and friendly manner, ability to get along with other associates and public.
- Understanding of food handling, sanitation and temperature danger zones.
- Requires client knowledge of portion control.
- Basic sandwich prep, salad prep and light line prep.
- UNIFORM REQUIREMENTS:
 - ◇ White shirt with collar (short sleeve – summer only).
 - ◇ Black slacks (no jeans).
 - ◇ Black socks.
 - ◇ Black shoes which will hold a polish and have slip resistant soles.

CASHIERS

- Must have good arithmetic skills.
- Ability to count change and basic charge card transaction knowledge.
- Be able to work with the public quickly and friendly.
- Must have 6 months experience and be bondable.
- UNIFORM REQUIREMENTS: same uniform required as café server position above.

CONCESSIONS ASSOCIATE

- Understand basic food service sanitation.
- Must be willing to do any tasks set forth by client’s management team.
- Capable of working with the public and fellow associates quickly, in a safe manner and maintain a friendly, hospitable attitude.
- UNIFORM REQUIREMENTS: same uniform required as café server position above.

DINING HOST/HOSTESSES

- Must have a pleasant, friendly demeanor and a hospitable attitude.
- Capable of working with the public and fellow associates in a fast paced environment.
- Willing to assist in any facet of dining room in a quick, efficient manner as outlined by client management.
- UNIFORM REQUIREMENTS:
 - ◇ White professional dress shirt (no T-shirts).
 - ◇ Women: Black dress slacks or black dress skirt (knee length).
 - ◇ Men: Black dress slacks.
 - ◇ Black socks for slacks, neutral hose with skirts.
 - ◇ Black shoes that hold a polish and have slip resistant soles (no tennis shoes).

DINING BUS PERSONS

- Ability to clear tables of soiled dishes and all scullery quietly and efficiently.
- Must be able to handle a station of 18 to 20 tables.
- Must be able to carry a wait tray full of soiled dishes 100 feet.
- Willing to assist in any tasks assigned by client's management team with a friendly attitude.
- UNIFORM REQUIREMENTS: same uniform required as dining host/hostesses above.

BANQUET HOUSEMAN

- Must be able to roll 6' round tables through corridors and lift up to 50 pounds.
- Knowledge of different types of room set-ups.
- Able to stack 6' by 30" tables, move 10 chairs stacked with a chair dolly quietly and safely.
- Willing to perform any tasks assigned by the client with a friendly, hospitable attitude.
- UNIFORM REQUIREMENTS:
 - ◇ White shirt with collar (short sleeve – summer only).
 - ◇ Black slacks (no jeans).
 - ◇ Black socks.
 - ◇ Black shoes that hold a polish and have slip resistant soles (no tennis shoes).

STEWARDS/UTILITY WORKERS

- Must understand scullery operations of a commercial kitchen.
- Ability to assist in both hot and cold plate-ups, and perform any duties set forth by the client quickly and with a hospitable attitude.
- UNIFORM REQUIREMENTS: same uniform required as Banquet Houseman above.

LAUNDRY HOUSEMAN

- Ability to lift 50 pounds with no restriction.
- Able to take direction from supervisor and work quickly and safely.
- Stocks linens, removes garbage, vacuums, cleans public areas and has willingness to perform any task requested by client.
- UNIFORM REQUIREMENTS: same uniform required as Banquet Houseman above.

HOUSEKEEPERS

- Must have a minimum of 6 months current housekeeping experience.
- Able to handle 16 checkout rooms in an 8-hour work period.
- Must be bondable.
- Ability to work well with others and have a hospitable attitude toward guests.
- UNIFORM REQUIREMENTS:
 - ◇ White shirt with collar.
 - ◇ Black slacks or skirt (knee length).
 - ◇ Black socks for slacks, neutral hose with skirts.
 - ◇ Black "uniform type" shoes (no tennis shoes).

CONVENTION HOST/HOUSTESS

- Must have exceptional poise and professional demeanor, and very hospitable attitude.
- Able to communicate verbally with anyone in English and at least one other language.
- Ability to discriminate information quickly to assist in representing our client's products.
- Able to stand for an entire shift.
- UNIFORM REQUIREMENTS:
 - ◇ Women: In professional dresses or business suits. Professional hairstyle and make-up. Shoes determined by client.
 - ◇ Men: In business suits, dress shoes and matching socks. Freshly shaven with a professional haircut.

CONVENTION SET-UP

- A minimum of 1 year verifiable experience, with knowledge of pipe/drape and commercial staging set-up.
- Must be able to lift 60 pounds, and be bondable.
- UNIFORM REQUIREMENTS:
 - ◇ White polo shirt.
 - ◇ Black or khaki slacks (black jeans OK).
 - ◇ Black or white socks.
 - ◇ Black shoes that hold a polish with slip resistant soles.
 - ◇ Back brace.

TRAYLINE ASSISTANT

- Knowledge of patient dietary menus.
- Able to assist in all trayline procedures.
- Understand basic food service sanitation, food handling, and temperature controls.
- Assist with scullery operations as directed.
- Must be willing to perform any duties set forth by the client with a hospitable attitude.
- UNIFORM REQUIREMENTS:
 - ◇ White shirt with collar (short sleeve – summer only)
 - ◇ Black slacks (no jeans).
 - ◇ Black or white socks.
 - ◇ Black shoes that hold a polish and have slip resistant soles (no tennis shoes).