

# Kinseth Hotel Corporation

**Job Title:** Banquet Set Up  
**Department:** Food & Beverage - Banquets  
**Reports To:** Banquet Service Manager

**FLSA Status:** Non-Exempt  
**Benefits Level:** Hourly  
**Approved Date:** August 2021

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## **SUMMARY**

Sets up and cleans up banquets/ meetings and provides customer service by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Sets up and tears down meeting and banquet rooms as prescribed on the function sheets.
- Organizes and cleans banquet storage, audiovisual area, linen storage shelves and the pop/beer cage.
- Cleans the beer cooler, back kitchen, banquet bars and liquor storage rooms. Assists in keeping the property clean inside and out as assigned.
- Assists kitchen and banquet wait-staff in serving banquets.
- Sets up and serves meeting/banquet breaks.
- Performs light maintenance tasks as needed.
- Drives company vehicles to pick up or deliver.
- Vacuums meeting and banquet rooms.
- Replaces light bulbs in meeting rooms.

**KHC POLICIES:** Responsible for following all KHC policies and procedures as set forth in the KHC handbook and property specific guidelines/standards. These policies include dress code, safety and performance standards. Employees must also maintain a professional image and report to work as scheduled.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** No specific knowledge, education or training required to accomplish the essential functions of this job.

**LANGUAGE SKILLS:** Ability to read some two- and three syllable words and to recognize similarities/differences between words and numbers. Ability to print and/or to speak simple sentences.

**MATHEMATICAL SKILLS:** Ability to read, write and recognize numbers, comprehends signs and symbols.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving variables in standardized situations.

**PHYSICAL DEMANDS:** 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. All employees must follow proper safety precautions at all times to avoid injuries.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, grasp or type; reach with hands and arms; and to push, pull or lift over 10 pounds. The employee frequently is required to climb or balance and stoop, kneel, crouch, bend or twist. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities

required by this job include distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment described here are representative of those an employee encounters while performing the essential functions of this job. All employees must follow proper safety precautions at all times to avoid injuries.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and various types of driving conditions and occasionally works with moving mechanical parts such as floor buffers, toxic or caustic chemicals, and power tools or power equipment. The noise level in the work environment is usually moderate.

**ACCOMODATION:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CRISIS MANAGEMENT:** Must be able to handle a crisis in a calm, effective manner. This includes upset guests, fire, tornado, armed robbery and assault, bomb threats and accidents.

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I have read the above job description and have had an opportunity to ask questions of my supervisor. I also understand that it is only an outline of the essential functions of the job and is not all-inclusive. Management may assign other duties at any time. Hours are assigned based on business needs and no set hours are guaranteed.

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Employee Signature

Date

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Supervisor Signature

Date