

# CityFlatsHotel

Job Posting

## ***Banquet Server***

**Organization Name:** CityFlatsHotel Grand Rapids, LLC

**Reports to:** Event Manager, Event Coordinator, Banquet Manager, Banquet Captain

**Job Location:** Grand Rapids, MI

### **Position Summary:**

CityFlatsHotel, a uniquely designed 48 room boutique hotel located in the heart of Downtown Grand Rapids, provides exclusive in house catering for events. Due to our continued growth and expansion, the Events Department @ CityFlatsHotel is seeking energetic, service-oriented individuals to join our team. This position is to serve the needs of our guests during an event, while providing exceptional customer service. Banquet servers/bartenders are expected to be attentive to our guests' needs and maintain a high degree of professionalism at all times. Customer service and/or food and beverage experience is a good foundation for this position, but we are willing to train the right candidate. CityFlatsHotel encourages all employees to strive for a professional environment that promotes teamwork, respect, and consideration for one another. If this is you, we love to hear from you!

### **Responsibilities & Duties:**

- Review and implement event specifications set forth in the Banquet Event Order (BEO)
- Make sure all food/beverage service for conferences and banquets are properly set up, including but not limited to layout, linens, place settings, and other equipment and supplies
- Tear down equipment and supplies once event is over, and flip the room for next event
- Timely execution of all food and beverage services including, but not limited to food stations, buffets, plated meals and bar service

### **Qualifications & Skills**

- High school diploma/GED
- Minimum of 18 years
- Previous food and beverage experience preferred, but willing to train
- Ability to work efficiently and as a team in a fast-paced environment
- Ability to lift 30-50 pounds
- Ability to work on your feet for long periods of time
- Work flexible hours including evenings and weekends
- Excellent customer service skills
- Responsible and dependable
- Ability to effectively communicate with people from various backgrounds
- Detail-oriented