



Private Management for Public Facilities

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Food & Beverage Employee	<b>COMPANY:</b> SMG/SAVOR
<b>DEPARTMENT:</b> Food & Beverage	<b>FACILITY:</b> Jacksonville
<b>REPORTS TO:</b> Food & Beverage Banquet or Concessions Managers and Captains	<b>FLSA:</b> Hourly – Part Time

**POSITION SUMMARY:**

This position works all Banquet and Concession Functions to include, coffee breaks, buffet, mobile carts, concessions, plated and reception events and all functions serving any food & beverage items.

**POSITION RESPONSIBILITIES:**

- Fulfilling the service per each Banquet Event Orders (BEO).
- Other duties as assigned.
- Maintaining all Banquet equipment cleanliness and annual maintenance.
- Must be creative in designing buffets and coffee break décor.
- Attention to detail and consistency in every aspect of service is a must
- Position is very hands on.
- Cleaning of uniforms and Banquet Linens

**WORK CONTACTS:**

Daily contact with the Food & Beverage Banquet and Concessions Managers, Captains and other convention center employees.

**SUPERVISORY RESPONSIBILITIES:**

Supervises all Part-time F&B Staff

**PHYSICAL EFFORT:**

This position requires stooping and lifting and substantial walking and lifting of thirty pounds to the shoulder.

**WORKING CONDITIONS:**

Works throughout the building.

**MINIMUM REQUIREMENTS:**

- At least one years experience in a banquet facility servicing meals for large events.
- Strong orientation to customer service and ability to work with other staff members in the facility.
- Ability to undertake and complete multiple tasks.
- Serve safe certified
- Ability to be creative with buffet presentations and maintain a quality product.
- Attention to detail and service oriented.
- Must be able to lift and carry trays of ten entrees.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_