**Service Staff: Catering & Special Events**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Service Staff serves residents and guests during banquet and special event functions to ensure a pleasant and memorable dining experience.

This includes greeting guests, responding to customer and management requests in a friendly and courteous manner, serving food and all preparation and clean-up work for each event.

**RESPONSIBILITIES**

* Set up banquet room as instructed by supervisor to include linen, service-ware and glassware
* Participate in "show-time" meetings before events to learn function particulars, including residents’ expectations
* Serve food and/or beverages in the order, and to the expectation of, the supervisor to ensure consistency throughout the banquet
* Promptly remove dishes as guests complete each course and/or meal at the end of the meal or function
* Replenish beverages as necessary, and check with guests for overall satisfaction
* Upon completion of the banquet, reset banquet room according to supervisor's direction

**QUALIFICATIONS**

* At least two years of catering experience
* General knowledge of food safety and sanitation procedures and practices
* Willing and able to work a flexible schedule
* Able to effectively communicate
* Upbeat and engaging
* Must be able to lift 50 pounds
* Previous restaurant experience