



Position Announcement:
Greenville, South Carolina



POSITION: Part-Time Banquet Runner
DEPARTMENT: Food & Beverage - Catering
REPORTS TO: Catering Manager
FLSA STATUS: Hourly/Non-Exempt

SUMMARY

This is a hands-on position, providing the highest degree of professional catering service to guests with the goal of achieving customer satisfaction and retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow instructions for each event as given by the Catering Services Manager, Assistant Catering Services Manager and/or Banquet Captain.
- Assist with collecting all banquet equipment to include flatware, china, glassware, and serving pieces needed for each event.
- Assist with preparing garnishes, beverages, condiments, and breads.
- Assist with cleaning and filling salt and pepper containers, sugar dishes, creamers, etc.
- Assist with preparation and set-up of event room when necessary.
- Responsible for carrying trays with plates to service stations.
- Prepare tables with place settings as instructed by the CSM, Assistant CSM and/or Banquet Captain.
- Attend pre-function meeting for briefing of event details.
- Provide friendly and courteous customer service at all times.
- Remain at assigned station and perform duties as assigned according to each event.
- Report any customer concerns and/or complaints to Banquet Captain or Assistant CSM.
- Breakdown tables and banquet equipment after each event.
- Clean and return serving pieces to proper storage area.
- Adhere to strict grooming and uniform standards and policies of company.
- Perform other duties as assigned and deemed necessary.

QUALIFICATIONS

- Knowledge of catering services and terminology
- Strong guest services skills
- Ability to get along well with others
- Ability to receive and carry out instructions in a timely manner
- Strong sense of urgency
- Good understanding of sanitation practices

EDUCATION AND WORK EXPERIENCE

- Minimum of six (6) months of work experience in Food & Beverage service-oriented environment

PHYSICAL DEMANDS

- Performing work through repetitive eye/hand coordination.
- Daily lifting up to 50 lbs. above shoulder level, for up to 5 minutes at a time. Daily carrying up to 50 lbs. up to 5 minutes at a time.
- Constant standing, walking, stooping. Constant reaching, handling products.

WORKING ENVIRONMENT/CONDITIONS

- This position is not subject to adverse working conditions.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Irregular hours – nights and weekends

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000389579106&fromPublish=true#/>

Recruiter:

LaTomya Doctor
SMG – Greenville Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.