



**Job Title: Banquet Set-up**

**Department: Banquet**

**Supervisor: Corey Kruser**

**Pay: \$8.50/hour**

**Hiring Manager:** Tessa Altman, Office Manager and/or Jayme Mescher, Operations Manager. Applicants can submit their resume via: e-mail [taltman@grandrivercenter.com](mailto:taltman@grandrivercenter.com) or [jmescher@grandrivercenter.com](mailto:jmescher@grandrivercenter.com)

**Major Duties and Responsibilities:**

1. Set up banquet function area
2. Tear down banquet functions
3. Prepares for future banquets in any way deemed necessary by management
4. Assist in safe and proper food handling and storage of all food items
5. Be polite to guests and other co-workers

**Special Conditions of Position:**

1. Standing/walking for long periods of time
2. Lifting and carrying 50+ pounds
3. Repeatedly bending
4. Ability to communicate

**Preferred Skills, Knowledge, and Experience:**

1. Must be professional
2. Must be able to work nights and weekends

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. THE GRAND RIVER CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER.