March 6, 2020

On-Call Banquet Server (Pool Position), UAS 1681
Golden Eagle Hospitality

**Work Schedule:** This is on-call/seasonal position. Hours to be determined; non-exempt position. Applications are currently being accepted to establish a POOL of Banquet Servers. This position is contingent upon the availability of funding. This position is not eligible for benefits.

**Position Overview:** Under the supervision of the Building & Operations Manager, the Banquet Server provides support to the UAS Dining Services catering operation. Banquet Servers are responsible for all table service duties as well as side work and closeout tasks

**Essential Functions:**
- Set up buffet tables, dining tables, and ballrooms for catering events.
- Provide service to plated meals, buffet meals and delivery service.
- Must be able to dress in attire appropriate for all types of catering events.
- Must be able to carry catering trays for table service.
- Ensure that a high quality of customer service is always provided.
- Work directly with Banquet Manager on planning daily event operations.
- Maintain and organize all catering buffet equipment.
- Maintains 3rd floor service area up to Health Code standards.
- Other duties may be assigned.

**Requirements:** Education and/or Experience: Two or three years of experience and/or training in hospitality/food service industry; or equivalent combination of education and experience. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprints will be taken and checked by the California Department of Justice and the FBI. Incumbent may be responsible for the fingerprinting fee. A completed UAS employment application is required.

**Language Skills:** Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Physical Demands:** While performing the duties of this job, the employee is required to frequently stand. The employee must be able to frequently use hands to finger, handle or feel; reach with hands and arms, balance, stoop, kneel or crouch; and talk and hear. There will be long periods of time standing. The employee must frequently lift and/or move up to 20 pounds.

**Safety Procedures:** Follows all UAS safety rules while performing job functions.

**Company and Departmental Policies:** Reads and follows all policies specified in the UAS handbook and any new ones that are indicated by UAS. Follows departmental and policies and practices as specified by supervisory staff. Acts as a team player by following instructions and recommendations from the Supervisor or any other superior officer. Maintains a positive attitude and actions in relation to other employees, e.g. cooperates with others in work assignments and problem-solving.
Review of applications/resumes will begin March 11, 2020 and will continue on an ongoing basis until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 314, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

Employment Application:

[http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf](http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf)