**Position Title**  Banquet Services Staff

**Job Description**
This entry level position is responsible for the setup and takedown of banquet and special events that take place in the Archery and fitness rooms.

**Required Certifications**
No certifications are required. Current certifications in CPR/AED and First Aid are preferred. Satisfactory completion of staff training by the Department of Recreational Sports is required upon hiring.

**Work Hours/Anticipated Schedule**
There are no set hours but the majority of the events take place Thursday-Saturday, primarily in the late afternoon and evenings. All applicants must be able to work some shifts on Parent’s Weekend and Graduation.

**Additional Information**

### Student Technician I Responsibilities
- Setup or takedown of tables and chairs for banquets or lecture style events.
- Setup of takedown of audio and visual equipment (sound system, microphone, LCD Projector, etc.)
- Setup or takedown portable staging.
- Setup or takedown pipe and drape.
- Clean tables at the conclusion of the event.
- Wash and iron linens (if necessary)
- Other duties as assigned

### Environmental Conditions
- Physical requirements include bending, lifting and moving equipment of up to 40 pounds

### Pay Rate
- Starting pay rate for Banquet Services staff is $9.25/hour.
- Upon successful completion of training in the setup and takedown of equipment, the employee is eligible for a promotion to Student Technician II. Additional duties include on-site supervision for the event and a pay raise changes to $11.00/hour.

**How To Apply**
An informational meeting will be held Friday, September 25 at 4pm in Room 255 (conference room) at the Student Recreation Center.

**Required Application Materials (all materials must be included for consideration):**
1. Completed Availability Form (follows this page)

**NOTE:** All applicants must be currently enrolled college students.

### Interview and Training Information
You will be notified by **Wednesday, Sept. 30** via email as to whether you have been selected for an interview/position.

If personal interviews are necessary, you will be e-mailed the interview schedule.

**Contact Information**
recsports.tamu.edu  
979.845.7826
For more information about this job, please contact:

Paula Opal  
popal@rec.tamu.edu
# Rec Sports Banquet Services Staff
## Fall 2015 Availability Form

**Name:** ___________________________  **Student Status:** ___________________________

**Phone:** ___________________________  **Email:** ___________________________

*Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are unavailable - to work during a normal week for the spring semester (allow for travel time between classes).*

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If your work availability begins/ends on the half-hour or quarter-hour, make an appropriate notation. For example, if you can work on Mondays, from 6 a.m. to noon and 2:30 p.m. to 6:30 p.m., it would look like:

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I verify that I have completed this availability form in accordance with my schedule and that if hired I would be willing to work the hours indicated as available.

**Signature:** ___________________________  **Date:** _____________