Part-time Position Title: Banquet & Event Attendant

Job Description

General Statement of Duties
The Banquet & Event Attendant assists in the preparation of the venue for special events and banquets in the Student Recreation Center.

Typical Responsibilities
- Setup or takedown of tables and chairs for banquets or lecture style events.
- Setup or takedown audio and visual equipment (sound system, microphone, LCD projector, etc.)
- Set up or takedown portable staging and other necessary equipment for the event.
- Assist with laundry detail when requested.
- Return room to its original condition by dumping trash and delivering forgotten items to the Member Services Desk.

Experience and Abilities
- Must be a currently enrolled student in a college, public school, or technical school.
- Previous experience in the customer service field preferred.
- Experience with audio and visual experience preferred.

Training
- Job training provided by the Department of Recreational Sports Staff. Training will include table and chair setup, a/v equipment overview, storage sites, and risk management concerns.

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

Pay Scale
In accordance with departmental policy, the Banquet & Event Services Associate will start at a rate of $9.25 per hour and is eligible for a merit raise after four months of service.

Learning Outcomes
- Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management. Must be willing to learning all aspects of the job in order to achieve the goals set forth by the client.
  1) Will be able to demonstrate that they can read and implement a room layout
  2) Will be able to locate need equipment for an event from the various storage rooms
  3) Will be able to properly and safely setup stages, tables and chairs
### How to Apply
Required application materials (all materials must be included for consideration):
- To apply, applicants must submit a completed part-time employee job application to [popal@rec.tamu.edu](mailto:popal@rec.tamu.edu).
- Interview Availability (by appointment).
- General Availability form
- Attached academic schedule. **All applicants must be currently enrolled students at any institution of higher learning.**
- Applications must be turned in by noon on Monday, March 2 to Paula Opal or to the reception desk in room 202 Student Recreation Center.

### Interview and Training Information
Interviews will be based upon the availability of the applicant information provided in the application. Applicants will be notified of scheduled interview day/time via e-mail on if necessary.

### Work Hours/Anticipated Schedule
- There are no set hours but there events scheduled throughout the day and evenings and primarily on weekends (Friday and Saturday). If hired, you must work Family Weekend and one graduation reception per semester and a minimum of one football tailgate party. Preference will be given to applicants who are able to work through to May 2021 (or longer). Applicants are limited to a total of 29.75 hour per week for all jobs where he/she is employed by a Texas A&M entity.

### Contact Information
For more information, contact Paula Opal, Associate Director, at [popal@rec.tamu.edu](mailto:popal@rec.tamu.edu).
Rec Sports Banquet Services Spring 2020

Name: ___________________________ Phone Number __________________

UIN Number __________________________

Major __________________________ Year in school __________________________

1. What is your anticipated date of graduation? __________________________

2. Will you be doing an internship or other degree requirement that will prevent you from working Spring 2020 (including Family Weekend and graduation), Summer 2020 and Fall 2021.  

   No   Yes

   If yes, what is your commitment?

3. This position requires that you be able to lift 40 pounds (setting up of tables and/or trash). Are you able to meet this requirement?

   Yes   No

   If no, what would you have difficulty doing?

   Do you have previous work experience, been part of a student organization, or held a leadership role of any sort?

   Yes   No

   If yes, please elaborate.

4. Do you have any experience with audio/visual/computer equipment? (This is not a requirement and we will train on the specific equipment in each room.)  

   Y

   Yes   No

   If yes, what experiences do you have?
Rec Sports Banquet Services Staff  
Spring 2020 Availability Form

Name: ___________________________  Student Status: ___________________________

Phone: __________________________  Email: __________________________

UIN: ___________________________

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 fall 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: ______________
Rec Sports Banquet Services
Interview Availability

Name: __________________________ Student Status: __________________________

Phone: __________________________ Email: __________________________

UIN: __________________________

Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are unavailable (allow for travel time between classes).

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PLEASE ATTACH A COPY OF YOUR ACADEMIC SCHEDULE.