Position Title: Banquet & Event Services Attendant

Learning Outcome and Job Description

Learning Outcomes:
1. Will be able to demonstrate that they can read and implement a room layout.
2. Will be able to locate and use equipment for an event from the various storage rooms.
3. Will be able to properly and safely set up stages, tables, and chairs.

This entry-level position is responsible for the setup and takedown of banquet and special events that take place in the activity rooms (1130, 2229, 2225, 2221, 243, and the Terrace). No experience necessary. Everyone will be trained on duties.

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. All applicants are subject to a criminal background check.

Work Hours/Anticipated Schedule

There are no set hours but there are events scheduled throughout the day and evenings and primarily on weekends (Friday and Saturday). If hired, you must work a 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 hours per week for all jobs where he/she is employed by a Texas A&M entity.

Additional Information

Event Services Team Member 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 of portable staging.
- 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.
- Promotion to Banquet and Event Supervisor is available to team members who satisfactorily and routinely complete their responsibilities during their assigned shifts.

How To Apply

Required Application Materials (all materials must be included for consideration):
1. Application/Questionnaire
2. Interview Availability for the week of September 17-20.
3. General Availability form
4. Attached academic schedule
5. Applications must be turned in by 2pm on Friday, September 13 to the reception desk in room 202 Student Recreation Center.

NOTE: All applicants must be currently enrolled students at any institution of higher learning.

Interview and Training Information

1. 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 email on Monday, September 16.

recsports.tamu.edu

979.845.7826
<table>
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<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td>For more information about this job, please contact:</td>
</tr>
<tr>
<td>Paula Opal 979-845-3076</td>
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<tr>
<td><a href="mailto:popal@rec.tamu.edu">popal@rec.tamu.edu</a></td>
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Rec Sports Banquet Services Fall 2019

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
Fall 2019 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).

|       | 6am | 7 | 8 | 9 | 10 | 11 | 12p | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
|-------|-----|---|---|---|----|----|-----|---|---|---|---|---|---|---|---|---|---|---|
| Mon   |     |   |   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Tues  |     |   |   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Wed   |     |   |   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Thurs |     |   |   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Fri   |     |   |   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Sat   | XX  | XX|   |   |    |    |     |   |   |   |   |   |   |   |   |   |   |   |
| Sun   | XX  | XX| XX| XX| XX | XX | XX  |   |   |   |   |   |   |   |   |   |   |   |

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: ____________

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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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<tr>
<th>Morning</th>
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PLEASE ATTACH A COPY OF YOUR ACADEMIC SCHEDULE.