Banquet & Event Services 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 needed 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):
- Completed Part Time Employee Job Application
- 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 5pm on Monday, September 20th to Paula Opal or to the reception desk in room 202 Student Recreation Center.
- **Application materials MUST be typed. Handwritten applications will NOT be accepted.**

### Work Hours/Anticipated Schedule

- There are no set hours due to the flexibility of events.
- The events scheduled are 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 December 2022 (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.

### Other

Interviews will be based upon the availability of the applicant information provided in the application. Applicants will be notified of their scheduled interview day/time via e-mail if chosen.

### Contact Information

For more information, contact Paula Opal, Director, Banquet & Conference Services, at popal@rec.tamu.edu or 979-845-3076.
Name: ____________________  Phone Number: ________________
UIN Number: ______________  Email: ______________________
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 2022 (including Family Weekend and graduation), Summer 2022 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?

4. 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.

5. 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.) Yes  No
   If yes, what experiences do you have?
Rec Sports Banquet Services Staff

Fall 2021 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.