



## POSITION DESCRIPTION

<b>Position Title</b>	Full-time Banquet Houseman
<b>Business Unit</b>	Conference Center Administration
<b>Home Department</b>	Center - Housekeeping
<b>Location</b>	Chevy Chase, MD
<b>FLSA Status</b>	Non-Exempt
<b>Full-Time or Part-Time</b>	40 hours a week
<b>Telecommuter Status</b>	Position not Eligible for Telecommuting

### **Mission**

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H is led by a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture within the United States Department of Agriculture.

### **Position Summary**

4-H seeks a Full-time Evening Banquet Houseman who will be responsible for the setup and breakdown of conference space, management of conference inventory, and support with routine audio/visual equipment. The Banquet Houseman may also be required to assist other departments on an as-needed basis. Floating, primarily evening shift

### **Responsibilities**

- Review assignment sheets with Banquet Houseman Lead; update completed assignments.
- Maintain complete knowledge of the daily scheduled group functions, times, locations, amount of people; location of all Hotel function space and names of rooms; all styles of meeting and banquet room settings.
- Set up rooms and function areas with designated tables, chairs, staging, dance floor, flipcharts, easels, blackboards, and other equipment as specified by group requirements and by departmental standards.
- Coordinate with Account Management and Sales team on the set up of table linens, skirting and tabletop items (water pitchers, ashtrays, glasses, and so forth) as specified by the group and by departmental standards. Assist with the setup of routine audio/visual equipment, such as LCD projectors and screens
- Breakdown function areas as scheduled by departmental procedures.
- Coordinate deep cleaning of conference rooms with the custodial team lead
- Inspect set rooms for cleanliness and agreement to group requirements; rectify any deficiencies.
- Inspect cleanliness and working condition of all equipment and supplies to be set up in function area; rectify any deficiencies.
- Maintain complete knowledge of all Departmental/Hotel policies and procedures including safety guidelines.
- Use correct cleaning chemicals for designated items/surfaces, according to Occupational Safety and Health Administration regulations and hotel requirements.
- Perform other duties as assigned, including assisting other departments on an as-needed basis

**Qualifications**

- High school degree or GED, or equivalent in work experience.
- Must have at least one to three years of prior experience in a similar position in the hospitality industry.
- Must have good knowledge of various room set-ups and standard equipment involved.
- Must have good knowledge of proper chemical handling and cleaning techniques.
- Must be able to adhere to timelines in completion of set-ups.
- Prior guest relations training is a plus.
- Must be able to perform in a team-oriented environment.
- Must be able to read instructions and follow cleaning schedules.
- Must be able to lift 75+ lbs, and stand for long periods.

**Position typically has the following Career Ladder:**

- Banquet Houseman Lead
- Executive Housekeeper
- General Manager

**ADA Requirements**

This position operates in a hotel and conference services environment. The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to move tables, chairs, podiums, and so forth.
- Must be able to be exposed to hot, noisy, and dusty environments.
- Must be able to push heavy carts across carpeted hallways
- Must be able to bend up and down to clean floors.
- Must be able to climb ladders to clean high surfaces.
- Must have an adequate close vision to determine the cleanliness of designated areas.
- Must have a Guests first attitude.

**Competencies**

<b>Competency</b>	<b>Level (Beginning, Proficient, Advanced, Mastery)</b>
Communications	Proficient
Critical Thinking	Proficient
Initiative & Innovation	Proficient
Collaboration & Teamwork	Proficient
Customer Orientation	Proficient
Business Mindedness	Beginning
Spirit of Diversity & Inclusion	Beginning

**Disclaimer**

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to include a or contains a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other tasks as needed.

**Revision Date**

5.14.2019