

## BANQUET SERVER DUTIES

- Place tables and chairs according to floor plan
- Fold napkins
- Polish silverware
- Set tables with napkins and silverware according to floor plan
- Place decorations according to clients description
- Set up coffee station
- Set up outside for cocktail hour(weather permitting)
- Set up fruit, cheese and anti-pasta display
- Set up buffet-chaffers, sternos, utensils, cutting boards, and plates. Please remember to put water in chaffers and wet towels under cutting boards.
- Plate butters, make cracker baskets for fruit and cheese display and line bread baskets if meal is plated
- Flip pre-set water glasses
- Put away boxes from decorations and dispose of any boxes that are trash
- Take out any trash and full dirty linen bags
- Passers-Prepare and pass appetizers
- Brew, refill and keep coffee station clean during event
- Captain's Call-Call tables to dinner (buffet only)
- Line-Refill food and maintain cleanliness of tables (buffet only)
- Pass plates (plated only)
- Run trays (plated only)
- Pick up plates and empty glasses also refill waters if needed
- Check bathrooms on a timely basis. Pick up any trash on the floor, make sure hand towels are full, empty trash and wipe down counters if needed