



PREDATOR RIDGE

Houseman Job Description

Purpose

Reporting to the Banquet Manager/Food and Beverage Manager, this position promotes a positive atmosphere to create an exceptional experience for guests by ensuring accurate and timely setups for each Banquet Event Order (BEO).

Responsibilities and Accountability

- Timely set up of meeting rooms for internal and external events and meetings.
- Ensure complete guest satisfaction with the facility and set up.
- Liaise to Banquet Manager, food and beverage team, and the event organizer to ensure flawless execution.
- Respond to guest questions in an efficient and professional manner.
- Ensure guests feel welcomed and are greeted personally.
- Ensure guests are acknowledged at all times.
- Maintain a pleasant disposition with guests and team members.
- Assist with set up to take down.
- Learn and promote the development's services, facilities, and amenities and be able to direct guests accordingly.
- Ensure room drops for guests are completed in allotted time.
- Maintain all work areas and keep in a clean and tidy fashion at all times.
- Assist with the execution of the event including buffet.
- Assist with training of new team members when necessary.
- Act in a professional and respectful manner towards team members.
- Comply with all standard operating procedures and policies of Predator Ridge Resort.
- Perform other related duties as assigned by the management team.

Position Requirements

- Possess a positive attitude and work well with others.
- Must be able to work unsupervised and complete tasks on timelines.
- Must be able to lift heavy objects on a regular basis.
- Be able to work varying shifts.
- Must be able to stand for long periods of time.

This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications.