



Position Announcement/Description

Midland Center for the Arts

Midland, MI

Position Title: Food & Beverage Service Attendant

Supervisor: Food & Beverage Manager

Classification: Part Time Casual – 1-19 Hours per week

Salary: From \$12 per hour

Last Updated: March 2026

Position Concept:

The Food & Beverage Team provides guest focused hospitality supporting community connection & engagement. Under the supervision of the Food & Beverage Manager this position - Food & Beverage Service Attendant is responsible for providing exceptional & professional hospitality service to guests of The Midland Center for the Arts. Duties include but not limited to: food & drink service, tray carrying, table, buffet, bar & concession service, setup & teardown, stocking, cash handling & upholding all sanitization requirements.

Other Midland Center for the Arts employment opportunities available!

Please check our website at www.midlandcenter.org/employment for related opportunities:

Food & Beverage Steward / Dish Tank

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

- Report for assigned shift on time, and clocking in and out appropriately through Paycor
- Maintaining a neat and professional appearance, adhering to dress code, maintaining appropriate use of provided badge and name tag
- Maintain a positive attitude and courteous guest focused demeanor while acting as a representative of The Midland Center for the Arts
- Adhering to all Midland Center for the Arts policies, including but not limited to; conduct, breaks, and overall expectations
- Work cohesively with other team members to create a welcoming environment, fostering a positive guest experience
- Table service, carrying trays, and serving appetizers, main courses, drinks including alcoholic beverages to guests in a responsible, courteous, and efficient manner
- Supporting other Food & Beverage staff members by maintain a team-focused and inclusive attitude, working together to complete assigned tasks
- Wiping down all surfaces at the end of shift – adhering to all sanitization standards and best practices
- Cleaning and organization as necessary
- Direct guests to necessary services, features, lobby, exhibits, and other common areas
- Assist with event preparation- set up and closing duties:
- Event duties including but not limited to- setup and teardown of events such as art receptions, weddings, holiday parties, concessions for performances, outdoor events, backstage catering, business meetings, and coffee breaks
- Inventory & stocking duties ensuring accuracy - First In First Out' - FIFO

- Ensure proper placement & storage of all service items including - silverware, glassware, linens, buffet chaffers, coffee pots & other frequently used items
- Responsible for handling cash & credit-card transactions efficiently, accurately & closing out with supervisor or captain prior to shift-end
- Adhere to safety, sanitary & quality regulations
- Provide prompt & courteous service to all guests
- Extensive knowledge of rotating menu offerings, specials & pricing with ability to verbally provide accurate information to guests
- Ability to efficiently use POS (Point of Sale) Software
- Must be able to stand/walk for long periods, and lift 30lbs
- Attend all required & assigned training sessions
- Adhere to attendance policy, clocking in/out through Paycor appropriately
- Including working all assigned shifts unless otherwise approved, giving notice of absence to supervisor where possible, and informing supervisor of all scheduling conflicts, and prior obligations in a timely manner through proper channels
- Assist with cleaning / polishing of dishes, laundering of rags, and breakdown of boxes as necessary
- Adhere to all applicable laws when serving alcohol
- Maintain a willingness to learn, improve & collaborate as a team member while interacting with all Center guests & staff in a respectful and professional manner

PREFERRED KNOWLEDGE AND EXPERIENCE:

- Preferred level of education- High School graduate or Equivalent
- Hospitality Education or previous work experience is highly desired
- Serving/Bartending/Kitchen experience preferred
- Customer service experience preferred
- Banquet and/or fine-dining experience preferred
- Ability to integrate cohesively in a team setting
- Food & Beverage knowledge preferred
- Experience with sales preferred
- Ability to accurately account for inventory
- High level of working memory and organizational skills
- Experience quickly and accurately handling cash/credit transactions
- Experience fostering an above & beyond experience for guests

SPECIAL CONDITIONS OF EMPLOYMENT

- Must be 17 years of age to serve alcohol & TIPS Trained (Training provided)
- This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs
- Must be able to lift and carry 30lbs
- Must be able to stand/walk for extended periods of time
- Must be able to move easily up and down stairs
- Must be able to follow written and verbal direction from management
- Must be able to work well with other team members
- Must have excellent verbal communication skills and ability to provide high level of professionalism during guest interaction during high-volume engagement
- Black non-slip footwear for all shifts

APPLICATION INFORMATION

Email cover letter and resume to: hr@midlandcenter.org
siegel@midlandcenter.org
rhadley@midlandcenter.org