



Position Announcement/Description  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title: Lounge / Banquet Server**  
**Supervisor: Food & Beverage Manager**  
**Classification: Part Time Non-Exempt (Hourly)**  
**Last Updated: May 13, 2021**

**ABOUT MIDLAND CENTER FOR THE ARTS**

A cultural destination in the heart of Michigan, the Midland Center for the Arts is on a dynamic course of growth and change in preparation for celebrating its 50th anniversary in the coming years. The Center's unique business and program model creates unusual and exciting opportunities. The Center features a four-story museum of science and art, a 1500 seat proscenium theater and a separate 400 seat theater housed within an architecturally significant mid-century modern building, and also an off-site history center comprised of historical homes and museum facilities. In addition to museum programming and performing arts presenting, the Midland Symphony Orchestra, a professional regional symphony, and the Center Stage community theatre and choirs all fall under the Center's umbrella.

World-class entertainment and programming begin with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT:**

Under the supervision of the Food and Beverage Manager this position is responsible for providing food and drink service to patrons. Events can include large to mid-sized events such as weddings, corporate events, holiday parties, religious events, and at the weekly Thursday night lounge. Duties can range from direct table service, buffet service, and bar service. Some bussing of and general cleaning of tables will be involved as well. The specific duties of this position will change based on the requirements for a specific event.

## **DUTIES AND RESPONSIBILITIES:**

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

- Serve appetizers, main courses and drinks, including alcoholic beverages, to guests in a timely manner
- Work with other event team members to create a welcoming and warm environment and positive guest experience
- Direct guests to necessary services, features, lobby, and other common areas
- Assist with event preparation, set up and closing duties. Duties will include placing table covers, dressing tables and removing table covers, wash, dry, fold, and put away table covers. Set up and remove place settings, buffets stations, drink/bar stations, silverware, dish help, and additional tasks as needed
- Complete all closing reports as assigned and leave after reporting to Supervisor
- Adhere to safety and quality regulations
- Provide prompt and courteous service to all guests
- Memorize the event menu to provide prompt information to guests
- Understand computer POS system (Toast). Training will be provided
- Clear, clean and stage tables between courses
- Adhere to all applicable laws when serving alcohol
- Work all assigned shifts, unless approved absence by supervisor

## **PREFERRED KNOWLEDGE AND EXPERIENCE:**

- No level of education required, but preference is for a High School graduate or Equivalent
- Some study in Hospitality is highly desired.
- Experience as a server.
- Experience working in a banquet hall, event center, club, resort or lounge is preferred.
- Move quickly, quick thinker and possess good memory retention skills
- Must meet minimum age requirement of 18 years.
- Courteous and attentive to guests.
- Ability to meet the physical demands of the job, staying on your feet, climbing stairs, carrying items; boxes, trays, bus tubs, etc.
- Excellent interpersonal, communication, and customer service skills.
- Ability to work as part of a team and follow instructions.
- Flexibility to work shifts, including early mornings, late nights, weekends, holidays, and Thursdays.
- Serve Safe / Tips certified & CPR training may be beneficial.

## **SPECIAL CONDITIONS OF EMPLOYMENT**

- 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 30 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

- Wear slip-resistant footwear for all shifts

### **APPLICATION INFORMATION**

Email cover letter and resume to:

Tina Siegmund, HR, Payroll & Benefits Manager

Email: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)