

Position Announcement/Description

**Midland Center for the  
Arts  
Midland, MI**

**Position Title: Lounge / Banquet Server/  
Concessionaire  
Supervisor: Food & Beverage Manager  
Classification: Part Time Casual  
Last Updated: October 10, 2025  
Salary: \$12.00 per hour**

**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 Center for the Arts performance concessions, weddings, corporate events, holiday parties, religious events, celebrations of life, and the weekly Thursday night lounge. Duties can range from direct table service, buffet service, concession, to bar service. Some bussing of and general cleaning of tables will be involved, as well as stocking of products, and general cleaning. Organizational demands and inventory may be prevalent during our future expansion. The specific duties of this position will change based on the requirements of a specific event.

**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 and stocking duties ensuring accuracy - First In First Out' - FIFO
- Ensure proper placement and storage of items including - silverware, linens, buffet chaffers, bar items, coffee pots, glassware, and other frequently used items
- Responsible for handling cash and credit-card transactions efficiently, accurately, and closing out with supervisor or captain prior to shift-end
- Adhere to safety, sanitary, and quality regulations
- Provide prompt and courteous service to all guests
- Extensive knowledge of rotating menu offerings, specials, and 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 and 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 and participate as a team member

### **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 and 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](mailto:hr@midlandcenter.org)