

# BANQUET SERVER GUIDELINES

## ORIENTING YOURSELF TO WELLERS

You will be required to complete an orientation before you begin work. We try to conduct these orientations on Thursday afternoon, evenings. Orientations are given to familiarize you with location of rooms, equipment, food, and how to do basic set up of the rooms.

## AFTER ORIENTATION. REPORTING TO WORK

### WHO DO I REPORT TO: WHAT IS A CREWLEADER?

Every event has a manager. At Wellers, the managers are Crewleaders. Their job is not only to make sure that the event runs according to the Clients Worksheet and desires, but they are also responsible for training and supervising the servers.

The Crewleaders have jurisdiction over hiring, firing, level testing and raises. See payrate sheet.

### HOW DO I KNOW WHEN TO WORK: SCHEDULES

Schedules are posted two weeks in advance. You are responsible to know when you are scheduled. There is paper under the schedules to make it easy to write down your schedules. Not your schedule is not an excuse for not showing up to work.



knowing

BE ON TIME...No need to say more than that.

### HOW DO I KNOW WHICH ROOM YOU ARE WORKING IN AND MY SECTION ASSIGNMENT?

The schedule has a list of what will happen in each banquet room/event. Your name will include a start time and section assignment. Your Crewleader will be designated by the letter "C" preceding the time for each Crewleader. And the number of your section will also be printed on the schedule i.e. 1,2,3 etc. See diagram and get to know the sections in each room. Sections may change by discretion of the Crewleader if necessary.

1. There are three banquet rooms at Wellers which means there may be three totally different parties going on at one time.
  - The Raisin River Room and The Henry Ford Room are in the main Red Building.
  - Wellers Carriage House is the white building south of the red building
  - The Gazebo is rented in conjunction with the Carriage House and may also serve as a banquet room if dinner is served there. However, more often than not, the Gazebo is rented for dancing after dinner is served in the Carriage House
3. When you arrive to work any night, you need to look at the posted schedule to see which room and Crewleader you will report to.
4. Also, when you arrive there is a posted "START UP" item(s) to stock your banquet room. These are posted in the kitchen near the punch in computer.
5. When you punch in there will be a WOODEN BUCK question on the computer screen. If you know the answer to the question, please write it down and give it to your Crewleader at the end of the night. You will receive a wooden nickle that is worth \$1. These will be posted each night and will be added to your paycheck.
6. All sections and all employees in all rooms must work together. No servers may punch out without completing their assigned side jobs. You may not leave without talking with your Crewleader and you will be expected to assist in another banquet room if the Crewleaders jointly decide this is needed.

# Banquet Server Manual

**SCP Foundation, Various Authors**



## **Banquet Server Manual:**

**Labor Relations Reference Manual**, 1999      *The Formal Banquet Service Series* Kelly Post, 2021-04-28 Written for Servers by Servers The FORMAL BANQUET SERVICE Series stands alone as the 5 STAR course in proper server etiquette and efficient as well as effective banquet service practices In Middle Tennessee and along the Northern coast of California students in the hospitality industry have successfully completed this hands on training course to go on to exciting careers building incredible resumes with VIP skills used by some of the BEST Lesson I The Banquet Server Learn to SET SERVE and CLEAR any formal event Lesson II The Banquet Bartender A perfect blend of 5 STAR service and cocktails by design With The FORMAL BANQUET SERVICE Series learn the art of setting a perfect dinner reception or formal dining event From proper linen napkin folds to banquet design and decorum Learn classic cocktails and modern mixology Create VIP events

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*Service Manual* Paul Fairbrook,1979 Abstract The successful college food service director has enthusiasm empathy dedication ethics quality consciousness an outgoing personality leadership ability food service knowledge business knowledge close association with other food service professionals and awareness of and dedication to good nutrition A new food service director chronologically prioritizes steps to take to reorganize his operation The manual presents reorganization steps chronologically to include 1 developing a master plan 2 setting up a food purchasing system 3 establishing budgets and control 4 building a staff 5 maintaining food quality and 6 dealing with residence halls cash operations vending sanitation safety catering special events and public relations Appendixes and exhibits provide illustrative helpful suggestions A food service director's job can be creative imaginative challenging interesting and rewarding for the director who is on top of things

**Supervision in the Hospitality Industry** John R. Walker,Jack E. Miller,2009-01-09 Order of authors reversed on previous eds

*SCP Series One Field Manual* SCP Foundation,Various Authors,2019-09-19 SCP Foundation anomalies SCP 001 through to SCP 999 including containment procedures experiment logs and interview transcripts An encyclopedia of the unnatural The Foundation Operating clandestine and worldwide the Foundation operates beyond jurisdiction empowered and entrusted by every major national government with the task of containing anomalous objects entities and phenomena These anomalies pose a significant threat to global security by threatening either physical or psychological harm The Foundation operates to maintain normalcy so that the worldwide civilian population can live and go on with their daily lives without fear mistrust or doubt in their personal beliefs and to maintain human independence from extraterrestrial extradimensional and other extranormal influence Our mission is three fold Secure The Foundation secures anomalies with the goal of preventing them from falling into the hands of civilian or rival agencies through extensive observation and surveillance and by acting to intercept such anomalies at the earliest opportunity Contain The Foundation contains anomalies with the goal of preventing their influence or effects from spreading by either relocating concealing or dismantling such anomalies or by suppressing or preventing public dissemination of knowledge thereof Protect The Foundation protects humanity from the effects of such anomalies as well as the anomalies themselves until such time that they are either fully understood or new theories of science can be devised based on their properties and behavior About the ebook This ebook is an offline edition of the first series of fictional documentation from the SCP Foundation Wiki All illustrations subsections and supporting documentation pages are included All content is indexed and cross referenced Essentially this is what a SCP Foundation researcher would carry day to day in their Foundation issued ebook reader The text has been optimised for offline reading on phones and ebook readers and for listening to via Google Play Book's Read Aloud feature Tables have been edited into a format that is intelligible when read aloud the narration will announce visual features like redactions and overstrikes and there are numerous other small optimisations for listeners The SCP text are a living work and the SCP documentation is a gateway into the SCP fictional universe so links to authors stories and media are preserved and will open your reader's web browser This

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