

McMinnville Economic Development Partnership

Seasonal Hiring Event

May 30, 2024 – McMinnville High School

Job Title/Position: Banquet Setup House Person

Name of Business: [The Allison Inn & Spa](#)

Job Description:

- Possess a commitment to excellence in guest service and satisfaction.
- Perform all guest contact activities such as setting up and servicing meeting rooms, answering questions, etc., in a cordial, efficient, professional, and pleasant manner.
- Ability to set-up, clean, and maintain banquet meeting rooms in a speedy, efficient, and accurate manner.
- Ability to read a Banquet Event Order (BEO) and set a function space according to the specifications listed thereon.
- Perform routine maintenance and deep cleaning of all banquet spaces.
- Ability to set room according to diagram, if provided, by Catering and/or Manager.
- Breakdown rooms after functions and reset for early morning events.
- Must be able to set neat and symmetrical sets, particularly theatre and classroom.
- Immediate communication of special requests, guest problems or concerns to Banquet Captain, Banquet Manager or Director of Food & Beverage.
- Embrace a team-oriented attitude when working with colleagues, supervisors, and other departments.
- Maintaining, cleaning, and organizing all departmental equipment and machinery.
- Ensure that all storerooms and pantries are kept clean, organized, and secured.
- Follow all opening and closing procedures as detailed by the Captain or Manager.
- Follow all rules and regulations of The Allison Inn & Spa Food and Beverage Department. Enforce all sanitation and food safety regulations.
- Maintain a positive attitude and pleasant disposition during stressful situations.
- Perform any reasonable request assigned by Banquet Captain, Banquet Manager, or other member of The Allison Inn & Spa management staff.

Minimum Age: 16 Years +

Qualifications:

- Some hospitality industry experience is desired but not required, preferably in Banquets.
- Positive attitude and pleasant people-oriented personality.
- Current OLCC server's permit or ability to acquire one within 30 days of hire.
- State of Oregon Food Handler's Certificate within 30 days of hire.
- Must be able to read, speak, and write English.

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- Adhere to The Allison Inn & Spa Food and Beverage grooming and appearance standards, or ability to adjust appearance accordingly.
- Minimum availability 1 day a week, including weekends and holidays.
- Ability to work a flexible schedule to include weekends, evenings, and holidays.
- Ability to effectively communicate with all team members.
- Have an enthusiastic, positive demeanor and desire to provide exceptional guest service.
- Successfully pass background investigation.
- Successfully pass pre-employment drug screen.
- Any additional duties assigned by management Standing, walking and bending, reaching and kneeling for extended periods of time.
- Work irregular hours dictated by banquet business.
- Will be required to work evenings, weekends, and holidays.
- Ability to work indoors or outdoors events.
- Ability to lift 50 pounds.
- Ability to lift 100+ pounds with assistance.
- Use of hands and arms to feel, handle, reach, and touch.
- May be subject to high noise levels.
- Work in a smoke-free and drug-free environment.

Work Location:

The Allison Inn & Spa
2525 Allison Lane
Newberg, Oregon. 97132

Work Schedule: Varies - Ability to work a flexible schedule to include weekends, evenings and holidays.

Start Date: Immediately - September 30th

Pay Rate: \$18.70 Per/Hour

Other Information: N/A

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