



POSITION DESCRIPTION

Department Number: **337E1.H2**
Position Title: **CATERING SET-UP**
Job Code: **120700**
Immediate Supervisor's Title: **ASSISTANT BANQUET MANAGER**
Scheduled Hours: **20-40**

OVERALL RESPONSIBILITIES:

Responsible for the physical setup, cleanliness and maintenance of all banquet equipment and meeting space.

QUALIFICATIONS/PRE-REQUISITES:

Entry-level

JOB REQUIREMENTS:

- Minimum lifting 50 lbs.
- Ability to verbally communicate effectively with guests and co-workers.
- Pushing, pulling, bending, stooping, upward reaching
- Exposure to cleaning chemicals
- Prolonged periods of standing and/or walking

JOB FUNCTIONS:

- Correctly and efficiently set up and break down all required banquet event and meeting room arrangements.
- Practice safe handling care and storage of all banquet equipment.
- Maintain cleanliness standards in function room and storage areas.

- Return all equipment not in use to its proper storage area in a clean condition before the end of each shift.
- Check electrical hook-ups for proper working order and tape down all exposed cords for equipment in use.
- Service/freshen all meeting rooms as required, including temperature and room lighting checks.
- Assist guests whenever possible, referring all requests which are beyond the scope of responsibility immediately to a supervisor.
- Perform periodic and other cleaning of the area and equipment, as assigned.
- Each associate is expected to carry out, within their capabilities, all reasonable requests by management.



**North American Lodging Operations
Full-Service Hotels**

POSITION DESCRIPTION

Department Number:

Position Title:

DINING ROOM ATTENDANT (DRA)

Job Code:

Immediate Supervisor's Title:

Scheduled Hours:

OVERALL RESPONSIBILITIES:

Assist restaurant service staff by setting and clearing tables as required.

QUALIFICATIONS/PRE-REQUISITES:

JOB REQUIREMENTS:

- Minimum lifting _____ lbs.
- Ability to verbally communicate effectively with guests and co-workers.
- Pushing, pulling, bending, stooping, upward reaching
- Exposure to cleaning chemicals
- Prolonged periods of standing and/or walking

JOB FUNCTIONS:

- Bus tables according to standard, including removing dirty ashtrays, glasses, dishes, silverware, teapots, coffeepots and other serving dishes from tables. Assist servers in clearing tables during service.
- Clean debris from tables, floors, chairs and side stations throughout shift, using proper equipment, cloths and sanitizer.
- Remove dishes to dishroom safely.

- Fill and refill water glasses when needed.
- Stock side stations with proper amounts of silverware, glasses, cups, folded napkins, etc.
- Carefully and properly stack heavy trays.
- Clean service station and mop floor.
- Prepare sanitation solution for pre-soaking silverware.
- Set large party tables up for both AM and PM shift.
- Reset tables to Marriott standard. At end of shift, turn tables to dinner or breakfast set-up, depending on station.
- Set up receptacles for trash and dirty linen.
- Fill and refill water for guests.
- Transport clean and soiled linens as required.
- Each associate is expected to carry out, within their capabilities, all reasonable requests by management.



POSITION DESCRIPTION

Department Number: **33.7E1.A1**
Position Title: **UTILITY**
Job Code: **110000**
Immediate Supervisor's Title: **EXECUTIVE CHEF, ASSISTANT
SOUS CHEF,
KITCHEN SUPEVISOR**

Scheduled Hours: **30-40**

OVERALL RESPONSIBILITIES:

To clean, transport and store all china, glassware and silverware. Maintain cleanliness in all kitchen areas and back dock.

QUALIFICATIONS/PRE-REQUISITES:

Entry-level

JOB REQUIREMENTS:

- Minimum lifting __30__ lbs.
- Pushing, pulling, bending, stooping, upward reaching
- Exposure to cleaning chemicals
- Exposure to extreme temperatures
- Prolonged periods of standing and/or walking

JOB FUNCTIONS:

MARRIOTT CONFIDENTIAL AND PROPRIETARY INFORMATION

Position Description: Utility

Updated: 9/00

Page 1 of 3

- Maintain sanitation and cleanliness of all areas of the dishroom, kitchen aisle, and dock area.
- Proper use of cleaning supplies and chemicals.
- To thoroughly wash, rinse and polish all pots, pans, etc. before neatly arranging them.
- Ensure broken glasses/ bottles are put in separate bucket and emptied at the end of every shift.
- Make sure all floors and work surface area are kept free of trash, water, etc in order to prevent potential accidents.
- Set up dishwashing machine and ensure that water is changed every two hours or as needed.
- Ensure proper use and maintenance of dishwashing machine
- Clean the dishwasher and set it up for the next shift before leaving your position.
- Dishwashing machine and three compartment sink temperature forms are completed daily
- Ensure all china, glass and silverware are neatly arranged and stacked once clean
- Report any maintenance faults to a Supervisor immediately
- Ensure all floors and work surfaces within designated areas are washed and cleaned before leaving at the end of each shift
- Keep all wastage and breakages down to a minimum
- To carryout instructions from Immediate Supervisor, regarding special cleaning arrangements such as cleaning, stores, drains, ceilings and projects alike.
- Break down trays, set up dish machine, wash dishware, and sort and store all clean china, glass and silver using proper procedures.
- Empty trashcans when full at least twice daily. Bins must be cleaned and sanitized before lining with plastic bags.
- Thoroughly clean dock area and dumpster.
- Clean all breakdown tables.

- Clean tile walls and baseboards.
- Be aware of and comply with Hotel's policies in relation to fire, health and safety, hygiene or any other requirements.
- Each associate is expected to carry out, within their capabilities, all reasonable requests by management.