

## Open Position: Food & Beverage Department\*

### Gypsum Grill Banquet Server/Bartender

#### **General Job Description:**

Job Description: The banquet serving, and bar team will be responsible for upholding a high service standard at all our private and corporate events. This position may require long days, with multiple moving parts. Banquet teams must be attentive to details of the events, and able to read and understand BEOs. This position must also work as a team to ensure efficiency and an unmatched level of service.

Job Requirements and duties:

- Positive and enthusiastic attitude
- Strong multitasking and communication skills
- Must be willing to assist with all aspects of the event center's operation including set up, tear down, and organization of banquet equipment
- General cash handling and counting skills
- Knowledge of Point-of-Sale systems
- Read and memorize BEOs to maintain a high level of knowledge on each event's timing and food and beverage offerings
- Ability to carry large trays filled with multiple stacked plates
- Keep the banquet room clean and organized for our guests
- Maintain a high level of urgency and attention to detail
- Arrive in uniform for each shift
- Willingness to work longer shifts
- Communicate all workstation needs to banquet leadership team
- Complete the opening and closing checklists for the Banquet server position
- Available Days, Nights, Weekends, and Holidays
- Willing to apply our company core beliefs to each shift

#### **We are looking for:**

- Friendly personalities to greet & assist all guests
- 4+ days of availability weekly, including weekends (this does not mean you will be scheduled 4+ days)
- Organized, reliable, & trustworthy attributes
- Comfortability with a fast paced work environment
- Strong communication skills
- 1+ year(s) in customer service preferred
- Staff uniforms required (options will be supplied)

\*Subject to change during season

**Email your application to: [zwilliams@gypsumgrill.com](mailto:zwilliams@gypsumgrill.com)** (Pictures of handwritten applications are accepted!)

Responses are typically sent within 24 hours. Please check your spam/junk folder or call 616-791-7544 for updates.



Application for Employment  
An Equal Opportunity Employer

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best time to reach you? \_\_\_\_\_

Primary Email Address: \_\_\_\_\_ Preferred # of Days/Hours to work weekly \_\_\_\_\_

Position applied for: Banquet Bar/Server Referral Source? \_\_\_\_\_

Are you applying for full-time, part-time or temporary work? \_\_\_\_\_

Start Date available: \_\_\_\_\_ Date available until: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ If yes, where? \_\_\_\_\_

May we contact you at work? \_\_\_\_\_ If yes, work number: \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_

Have you worked under a different name before? If yes, explain: \_\_\_\_\_

Have you ever been convicted of a crime? If yes, state the crime(s) and date(s): \_\_\_\_\_

Are any felony charges pending against you? (If yes, please explain.) \_\_\_\_\_

What other employment or sideline business do you have? \_\_\_\_\_

Would you want to continue if employed by us? \_\_\_\_\_

**Education**

<i>Name and Location</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>	<i>GPA</i>
High School _____	1 2 3 4	_____	_____
Undergraduate School _____	1 2 3 4	_____	_____
Graduate/Professional School _____	1 2 3 4	_____	_____
Business or Trade School _____			

**References**

<b>Name</b>	<b>Address</b>	<b>Phone</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Employment History:**

*List below past and present employers, starting with your most recent employer. Include any job related military service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.*

Company Name and Address: \_\_\_\_\_

Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact him/her? \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason(s) for leaving: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact him/her? \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason(s) for leaving: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

**Applicant Statement:**

I hereby affirm that the information provided in this application (and accompanying resume and other documents, if any) is true and complete. I also agree that any false information, misrepresentations, or omission—verbal or written—may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons, corporations and other entities requesting or supplying such information and waive any right to notice of such disclosure.

Should I receive a conditional offer of employment, I agree to submit to a physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Mines Golf Club. I also understand that if I have a protected disability that affects my ability to perform the essential functions of the job I seek, I may ask the Mines Golf Club to attempt to make a reasonable accommodation for it. I must let the Mines Golf Club know of my need for accommodation as soon as possible.

I give my consent for the Mines Golf Club through an authorized testing service of its choice, to collect blood, urine, hair, or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results and other relevant medical information to authorized management for appropriate review. If I am accepted for employment by the Mines Golf Club, I consent to be tested in the above manner during my employment when, in the Company's judgment, such testing is appropriate, and I acknowledge that remaining free of illegal drug and alcohol use and complying with the Company's substance abuse policy is a condition of my employment.

I understand that all employees of the Mines Golf Club are employed on an at will basis and are subject to termination at any time, with or without prior notice, discipline, or warning, for any or no reason. No person other than Managers of the Mines Golf Club have authority to offer employment for any specified period or to make any different agreement. No such agreement by the Managers will be enforceable unless it is in writing, pertains specifically to me, and is signed by the Managers. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of the Mines Golf Club and to work the hours, days, and shifts (either day or night) scheduled by the management of the department where I am employed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_