

Job Details

Job Description: Cooper Companies is seeking an energetic and motivated Banquet Set-Up with organization and communication skills for our East Memphis Doubletree hotel. We offer outstanding opportunities for growth and advancement. Working as a team, everyone plays an important role and has a direct impact on our guests' experience by giving them more than is expected, and delivering a unique experience. This property is a 311 room hotel along with meeting rooms for conference and social events.

Job Responsibilities Include:

We believe in continuous improvement and will not rest on past accomplishments, but continue to strive for innovation and improvement in products and services, and increased profitability. We are committed to high standards. Teamwork utilizes the company's resources for maximum achievement so there is a depth of expert management in our hotel operations.

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Experience / Skills Needed:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Knowledge of various types of equipment and set up styles used in the meeting rooms. For example: different table types (rounds, schoolroom, etc).
- Ability to understand verbal English sufficient to understand verbal job requests from supervisor and guests.
- Ability to lift and move multiple tables and chairs and podiums weighing up to 80 lbs. through a crowded room. Ability to lift tables and chairs, raising arms overhead. This position requires considerable physical activity on a continuous basis throughout the shift for room set up and break-down .
- Ability to grasp, lift and/or carry, or otherwise move or push goods on a handcart/truck weighing a maximum of 500 lbs.

QUALIFICATION STANDARDS Education: Any combination of education and experience equivalent to grade school or any other combination of education training or experience that provides the required knowledge, skills and abilities. High School diploma or equivalent preferred.

Experience: No prior experience required. Prior hospitality experience preferred.



Licenses or certificates: CPR Certification and/or First Aid training preferred.

Grooming: All employees must maintain a neat, clean and well groomed appearance (specific standards available).

Salary or Hourly Position? Hourly

Work Permit Needed? Applicants who do not already have legal permission to work in the United States will not be considered.

Job Available: Immediately

Compensation

Salary Range: Negotiable

Bonus Plan?: No

Other: Low Medical Insurance Costs, Mileage Reimbursement, 401k w/ match, Dental Insurance Options, Vacation, Travel Discounts

Contact

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