



***Union League of Philadelphia  
Banquet Department***

**I. Position**

Houseman

**II. Department**

Banquets

**II. Essential Functions:**

Set-up and breakdown equipment for club functions.

**III. Additional Responsibilities:**

- a. Must be able to lift up to 50 lbs.
- b. Must be able to push and pull large tables and stacks of chairs
- c. Ensure accurate set-up of catering events based on the BEO.
- d. Maintain cleanliness of banquet room.
- e. Sense of urgency and safety when moving furniture and equipment.
- f. Break-down events furniture and equipment upon completion of event
- g. Courteous to members and guests.

**IV. Reports To:**

Houseman Supervisor & Banquet Director