

Banquet captain & Lead server

Category:

Banquet captain / Restaurant & bar lead server.

Job Type:

Full time, Reports to F&B floor manager

Job description

For an individual who is up for the challenge to take on a dual role. From providing professional fine dining service to leading a team to satisfy a large party, you will be at the center of it all.

We are looking for a potential leader who is hardworking and dedicated to developing management skills and grow with the company.

Common Key Responsibilities:

- Ensures that F&B facilities are kept clean, well-stocked and organized. Checks the maintenance of all equipment in the restaurant / banquet and notifies the Restaurant Manager of needed maintenance and repair.
- Assures all side work is completed, including all cleaning of equipment and storage areas.
- Assists Food & Beverage Manager in performing and maintaining food and beverage inventory.

Banquet Key Responsibilities:

- Managing banquet staff accordingly based on banquet planning schedule.
- Making sure that all event requirements are ready before the event.
- Acts as a liaison between wait staff and the kitchen staff to ensure timely and appropriate communications.
- Observing the event, managing the operation and being on the floor at all times and being visible to accommodate guest needs.
- Once the event is over, making sure that closing procedures are met.
- Enforces club rules and policies.
- In absence of F&B Manager this position will be required to act as manager on duty.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required.

Lead server Key Responsibilities:

- Ensures guests are attended to in a prompt, efficient and personalized manner.
- Acts as a liaison between wait staff and the kitchen staff to ensure timely and appropriate communications.
- Assists in coordinating special functions with the Food & Beverage Manager.
- In absence of F&B Manager this position will be required to act as manager on duty.
- Assists in the coordination of department members that may include, but is not limited to: Hosts, Servers, Expeditors, and Cashiers.
- Performs daily activities to include: serving tables, bussing tables, seating guests, room service and general clerical/cashier duties.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required.

Skills

- Honesty and integrity is a must.
- Upbeat and welcoming personality
- Detail oriented with the ability to multitask throughout the day
- Professionalism in both appearance and fulfilling work duties
- Ability to work during Weekends and Holidays.
- Ability to work on consistent basis.

Qualifications

- Frequently stands, walks, talks and hears. Regularly uses hands, reaches with hands and arms. Occasionally sits, climbs, balances, stoops, kneels, crawls, crouches, taste or smells. Frequently lifts up to 25 pounds and occasionally lifts up to 50 pounds.
- Environment/Noise: Occasionally works in extreme heat, wet or humid conditions (non-weather). Occasionally works in outdoor weather conditions. Noise level is moderate.
- Certificates/Licenses: Alcohol Awareness Training (T.I.P.S. Certification), Food safety and sanitation training (Food Handlers Certification)
- Meets state age requirements for handling alcoholic beverages.
- Knowledge of POS system