

The 1818 Club

Job Title:	Banquet Manager	Job Category:	Banquets/Hospitality
Department/Group:	The 1818 Club	FRANKIES the STEAKHOUSE	Norsan Group
Location:	6500 Sugarloaf Pkwy, Duluth Ga 30097	Travel Required:	None
Level/Salary Range:	Pay is based on level of experience. (Hourly wage plus tip pool)	Position Type:	Full Time

Job Description

Oversee the hosting of banquets to provide club members and their guests, with an excellent banquet experience.

ROLE AND RESPONSIBILITIES

- Manage a food and beverage team of 5 employees
- Develop and implement policies and procedures
- Follow the banquet event order, in detail, for each event
- Communicate with the catering manager and banquet chef daily
- Briefing staff and checking the room set-up before the event
- Ensuring the room is turned around, ready for the next event
- Create a weekly staff schedule, and be sure all employees follow that schedule
- Planning well so each event runs smoothly
- Enter all food and beverage purchases from each event, into the computer

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma

PREFERRED SKILLS

- Leadership skills to motivate and manage your team
- The confidence to liaise with other heads of department and deliver what the client wants
- Good communication skills to find out exactly what your clients want
- Personal charm to greet organizers, hosts and VIPs and to show clients you are giving them full attention
- Excellent organizational skills
- A cool head to deal with last minute requests and problems
- A can-do attitude, changes are made often, and unexpectedly, and you must be flexible.
- Operating the facilities profitably
- Bilingual a plus

