

POSITION profile



Position **Banquet Supervisor**

Responsibilities	<ul style="list-style-type: none">• Assist and supervise associates with daily functions and duties such as ensuring all meals, etc., are served on time and as required by the client/meeting planner.• Monitor banquet food quality; ensuring items served are as per standard.• Assist and supervise associates with set ups/tear downs; ensuring requirements are correct as per the Banquet Event Order (B.E.O.).• Ensure door cards are printed and in their respective slots.• Ensure all daily changes are added to B.E.O. and copies given to kitchen, service staff, lounge and audio/visual.• Update daily changes to reader board as necessary.• Provide the Banquet Manager with feedback for associate evaluations.• Assist in training of staff.• Greet conveyors in their function rooms.• Basic assistance with audio visual equipment as needed.• Ensure side duty and cleaning lists are followed and completed.• Responsible for upkeep of banquet equipment.• Assist Banquet Manager with management duties as needed.• Perform daily inspection of work area and equipment to ensure everything is in working order, and write work orders for equipment in need of repair.• Review with associates applicable safety rules/procedures and monitor compliance.• Perform all duties in a safe manner according to established safe work practices.
Qualifications	<ul style="list-style-type: none">• Banquet service experience with working food and beverage service knowledge.• Previous supervisory experience in a food and beverage environment.• Must be minimum 18 years of age for the purpose of supervising alcohol service.• Effective communication, problem solving and customer service skills.• Reliable and punctual, and able to work without supervision.• Organized and able to work effectively in a fast paced environment.• Effective leadership skills with the ability to work cooperatively.• Preference will be given to candidates with ProServe Certification.
Hours of work	Days of the week vary according to business levels.
Reports to	Banquet Manager / Assistant