

GENERAL JOB DESCRIPTION

JOB TITLE: Banquet & Catering Manager
DEPARTMENT: Food & Beverage
REPORTS TO: F&B Director and Sales Director

JOB SUMMARY:

To produce and manage all banquet and catering functions.

PRINCIPAL DUTIES & RESPONSIBILITIES; Functions essential to the performance of this job:

- * Hire, train, and develop banquet personnel.
- * Assists F&B Manager with inventory control and at-par stock.
- * Directs presentation of billing to client and to Sales Director.
- * Responsible for meeting or exceeding budget expectations.

OTHER DUTIES & RESPONSIBILITIES; Functions incidental to the performance of this job:

- * Maintain safety and cleanliness in work areas, meeting rooms, and banquet rooms.
- * Assist F&B Manager as needed.
- * Oversee and coordinate interdepartmental efforts to complete a function to client's satisfaction.
- * Serve food and beverages to clients.
- * Perform all other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- * High School education or the equivalent.
- * Valid driver's license required.
- * Highly organized and able to work with the public.
- * Minimum of three (3) years experience in comparable facility.
- * Ability to perform basic mathematical calculations swiftly and accurately.
- * Good written and verbal communication skills.
- * Ability to understand and carry out detailed written or verbal instructions independently.
- * Ability to work weekends, holidays, and nights.
- * Ability to perform light to moderate physical skills, exerting up to 25 pounds of force on a frequent basis, and up to 75 pounds of force on an occasional basis.
- * Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, fingering, negotiating stairs, and carrying for prolonged periods of time and repetitively.

Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

I have read and understand the duties and responsibilities for which I would be responsible, as well as the minimum requirements of this position. I understand that this document does not create an employment contract, and that I would be employed by Marina Cay Resort on an "at will" basis.

Applicant

Date