



## **POSITION:**

Banquet Manager – Flourtown Country Club

The Banquet Manager is a full time position at Flourtown Country Club. The banquet manager is responsible for in-house banquet facilities, managing the daily operations of all banquet functions, coordinate all function activity with the sales and culinary teams, and oversee maintenance of the banquet facilities and inventory. The Banquet Manager ultimately works for Seedling & Sage Catering, the exclusive caterer and venue operator at Flourtown Country Club.

## **DESCRIPTION:**

### **Operations**

- Executes all events + menu requirements and fulfills all guest-specific service requests
- Ensures all function setups and breakdowns are executed correctly, efficiently and expeditiously
- Has strong attention to detail
- Maintains all inventory ie: linens, silver, glassware, china, tables, chairs, décor, paper
- Weekly meetings – operations and planning
- Maintains binders with upcoming schedule of events, BEOs, etc for interdepartmental use
- Manages onsite banquet and food and beverage teams
- Accurate input and reporting in POS system
- Holds team accountable to steps of service to deliver great guest service
- Coordinates the services of all operational departments and outside vendors to ensure a successful event for the client
- Basic audio visual set up for events (LCD, screen, podium, microphone)
- Staffing and scheduling

### **Controls**

- Employs good safety and sanitation practices
- Provides operational planning to ensure adequate products and equipment are ordered for anticipated business levels
- Practices proper product control and handling of all inventory and equipment
- Follows and enforces responsible alcohol service policies
- Executes required daily reporting in a timely manner
- Assists in completing required department reports for month end closing

- Ensures team members adhere to guidelines as stated in team member training manual and employee handbook
- Forecasts and adequately schedules team members to meet operational needs and desired targets
- Ensures consumption reports are accurate and timely for each event
- Ensures that all security, safety and sanitation standards are achieved
- Monitors daily business and labor levels to ensure adherence to the budgetary parameters

### **Team**

- Uses all performance management tools to provide guidance and feedback to team
- Promotes a cooperative work climate, maximizing productivity and morale
- Interviews, hires, trains and develops team members according to S+S operating procedures
- Displays a positive attitude towards team members

### **Job Requirements**

- Able to communicate effectively with management team, guests and team members
- Need reliable transportation
- At least 5 years of restaurant and/or catering experience required as a server, bartender and manager preferred
- Reading, writing, math and computer skills required
- Ability to taste and evaluate food and beverage products
- Must be flexible with schedule and able to work different shifts nights, weekends, holidays
- Possible job hazards include, but are not limited to; slips, trips, falls, burns, cuts and strains
- Must be able to reach, lift, stoop, bend and perform extensive standing and walking (including stairs) throughout shift
- Close vision and focus capabilities to view computer screen and company documents

Seedling and Sage Catering is an equal opportunity employer. We are committed to treating all Applicants and Team Members fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

### Physical Demands and Work Environment

While performing the duties of this job, the employee is required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, stoop and lift up to 50 lbs., reach overhead and have the stamina to work up to 50 hours a week.

### Compensation: \$45,000-\$55,000

- Salary commensurates with experience and skills
- Benefits: Vacation Time, Employer Health Care Contribution

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