



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT JOB DESCRIPTION

TITLE: Banquet Captain

REPORTS TO: Banquet Manager and
Assistant Banquet Manager

DEPARTMENT: Food & Beverage

FLSA STATUS: Non-Exempt (hourly)

JOB SUMMARY

The Banquet Captain assists the Banquet Managers in the successful execution and coordination of all Banquets and Events throughout Owl's Nest Resort by understanding timelines and layout of a Banquet /Event including setting up and staffing a buffet line, carrying and placing trays when table service is required, bussing tables.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain standards of food, beverage, and guest service quality.
- Provide professional and courteous guest service.
- Assist in the management of Banquet staff including coaching/mentoring, and supervising.
- Communicate with staff to effectively execute all details of each Banquet / Event.
- Assist team in setting up banquet and conference space.
- Maintain positive relationships with co-workers, and vendors.
- Complete projects as determined by Banquet Managers.
- Event execution from start to finish; set up, service and break down.
- Side work, including cleaning and storing of equipment before and after events.
- Assists in maintaining current inventory of all necessary small wares, linen, and furniture.

KNOWLEDGE, SKILLS & ABILITIES

- High school diploma or GED.
- Minimum of one (1) year experience in a banquet-related position.
- Demonstrate efficient problem-solving skills.
- Ability to convey a professional demeanor with guests and co-workers.
- Excellent communication skills both verbally and visually.
- Able to multi-task while still paying attention to detail.

LICENSURE / CERTIFICATIONS REQUIREMENTS

- TIPS Certified (or within 30 days of hire)
- Valid Driver's License.
- Participate in ongoing education and training.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- This is a hands-on position.
- Availability on weekends, nights and some holidays required.
- Walking, sitting, and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, stooping, talking, hearing, seeing, and smelling.
- Frequent lifting and/or carrying or transporting of food, objects or equipment weighting up to 50 lbs. May include lifting or moving banquet tables, stage, table and/or dance floor, carts, chairs, etc.
- Exposure at times to inclement weather.
- Able to lift, balance and carry a tray at shoulder level and utilize a tray jack.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Banquet Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Banquet Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date