

Banquet Manager

Bayview Golf & Country Club
25 Fairway Heights Drive
Thornhill, ON
CA
www.bayviewclub.com

Contact Information

To be considered for this opportunity, please send your resume and cover letter to alyssa@bayviewclub.com by August 14, 2019.

We thank all applicants for showing interest in this position. Only those selected for an interview will be contacted.

Position Description

The Banquet Manager is responsible for the organizing and directing of catering service activities in the private dining rooms, the ballroom and all areas in the club where special events are scheduled. The Banquet Manager is expected to be a leader, teacher and a role model for the staff to follow.

Duties & Responsibilities

- Ensure the smooth daily operation of the banquet department as well as all banquet bar services.
- Responsible for daily operation by managing on the floor
- Coordinates the selection, training and development of all banquet staff to ensure Bayview Golf & Country Club standards are maintained
- Schedules and supervises all banquet servers and bartenders within the budgeted guidelines
- Organizes and coordinates function room set-ups and food and beverage services
- Conducts frequent inspections of banquet facilities and equipment, reporting any deficiencies to maintenance
- Maintain a liaison with convener and coordinator before, during and after all services to ensure all needs are exceeded through a minimum hourly contract
- Attend pre and post-convention meetings when scheduled
- Maintain and ensure that all function information is kept up to date with respect to all changes and/or revisions
- Ensure high level of departmental morale through coaching, chairing of monthly departmental communication meetings, and leading by example in strong relationships
- Ensure extremely high level of guest satisfaction
- Able to foster a positive approach towards Health and Safety with all staff and maintain a low frequency of accidents

- Work closely and communicate effectively with all coordinators of convention and catering events
- Ensures every aspect of meeting planners experience is outstanding (ie. setup, lighting, meal service, problem resolution, timing, cleanliness)
- Follow up on any clients concerns that arise during a program
- Cooperate in all respects especially with reference to scheduling and the sharing of staff during busy periods
- Coordinate with the chef and his subordinates on the execution of meal service for all catered functions
- Communicate guest satisfaction and concerns that arise in respect to food product
- Billing of convention items is documented and correct
- Ensure that equipment needs are adequately maintained and inventories kept

Other duties as assigned

Qualifications

- Minimum Grade 12 Education
- Minimum of 3 years prior Banquet experience
- Hospitality Degree or Diploma an asset
- Previous management experience an asset
- Able to make quick decisions
- Strong communication skills
- Good working knowledge of computers – MS Word and Excel, Point of Sale
- Flexible to work variable shifts; evenings, weekends and holidays

Physical Aspects of Position (included but not limited to):

- Frequent standing throughout shift
- Occasional lifting and carrying up to 50 lbs
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Compensation

Bayview Golf & Country Club is proud to offer an excellent working environment and prides itself on work life balance. We offer a very competitive compensation package. A full benefit package and use of most of the clubs activities.

Bayview Golf & Country Club is committed to providing fair and accessible employment practices. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided based on the information you provide.