



# BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

**JOB TITLE:** Banquet Captain

**DEPARTMENT:** OTCC #24

**CLASSIFICATION:** Regular Part-time Hourly (20-29 Hrs/week)

**SALARY RANGE:** \$15.00 per hr.

**JOB PURPOSE OUTLINE:** The Oak Tree Country Club Banquet Captain position requires someone who can pay strong attention to detail. Individuals in the position effectively employ directives and manage both people and supplies. They are required to solve problems in a fast-paced environment. This position is one of leadership and hard work. It is one of service and hospitality. It is both behind the scenes and being on stage. This is a supervisory position that requires great people skills as well as outstanding operational skills. Our banquet captain works managing the entire banquets staff to ensure the highest quality execution of large and small events; he or she also serves as a liaison between the banquet service staff and the kitchen team and otherwise assists in management operations.

**REPORTS TO:** Under the direction and supervision of the F & B Assistant Manager or the Food and Beverage Manager.

**WORK ENVIRONMENT:** Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

## **ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES**

- Greet and welcome client representative and guests
- Attend weekly banquet event order meetings
- Build and organize all set-up for events according to diagrams and BEO
- Delegates duties to the team members for events
- Resolve guest and Member concerns, inquiries and complaints
- Maintains detailed reports for management and develops an accurate bill for service of events
- Enforces an atmosphere of collaboration, culture and professionalism
- Maintains, organizes and insures proper storage of all china, glass and flatware inventory
- Maintains food materials, inventory and all operating materials
- Adheres to and enforces standards of hygiene and grooming
- Works as a bartender or server when necessary
- Organize service team schedules
- Confirms when service team arrives and departs per each event
- Must be available days, nights, weekends and holidays

**KEY RELATIONSHIPS:** Members and member guests, Supervisor, Manager, Servers, Server Assistants, Chef, Culinary Employees, Maintenance Department, and Janitorial department.

**QUALIFICATIONS/REQUIREMENTS:**

- Demonstrates friendliness, courtesy and respect, especially when serving others
- Has the ability to communicate effectively both verbally and in print
- Possesses an extensive knowledge of food preparation and service
- Has the stamina to handle heavy objects, prolonged standing and other strenuous activity
- Ability to solve problems and delegate tasks
- Experience behind the bar
- Wine, beer and spirits knowledge
- Ability to work in a team environment
- Exhibits incredible time management skills
- Has the ability to work under pressure

**STANDARD SPECIFICATIONS / DISCLAIMER**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Signature of Employee

Date:

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Signature of Department Mngr.

Date: