

Capital City Club Job Description

Job: Banquets Manager

Reports To: Food & Beverage Manager

Position Summary: Capital City Club Brookhaven is an exclusive, private club located in Buckhead. Our club offers our membership the use of several different event spaces including a large Ballroom. We offer banquet services that include business meetings, social gatherings, and wedding receptions that can reach an attendance in excess of 400 member and guests.

I. BASIC FUNCTION

Directly supervises banquet staff to ensure the highest quality service for each schedule function.

II PERFORMANCE OBJECTIVES

- Hires, trains, supervise, and schedule all banquet staff.
- Evaluates employee based on performance objectives, training progress, and written testing.
- Monitors employee dress codes according to policies and procedures.
- Conducts daily planning meetings with the kitchen and service staff.
- Ensures that all employee service areas are maintained as specified by health regulations and OSHA standards.
- Manages long range staffing needs for the department.
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state, and/or local laws pertaining to serving of alcoholic beverages.
- Maintain high visibility by greeting members and staff on a daily basis.
- Developing creative ways of promoting club functions in the member dining areas and banquet outlets.
- Assists in planning and implementing procedures for special club and banquet functions.
- Maintains appearance, upkeep and cleanliness of all F&B equipment and facilities
- Audits and approves weekly food and beverage payroll
- Conducts monthly inventories of china, glass and silver with the Receiving Agent.
- Maintain par levels of china, glass, and silver.
- Maintain sanitation and cleaning schedules for equipment and furniture.
- Maintain active involvement in professional organizations and continuing education in filed related classes
- Other duties as assigned

III. QUALIFICATIONS

- Minimum 3 years previous experience in banquet or catering operations.
- High School Diploma Required, Some college preferred.
- Ability to interact with members and guests
- Ability to supervise, motivate, and coach employees