



Banquet Manager

Druid Hills Golf Club is seeking an exceptional Banquet Manager to join our team! The primary responsibilities for the Banquet Manager include execution of all private party banquet functions and acting as MOD in the Club's dining facilities as scheduled when needed by the Food & Beverage Director. Responsible for the daily operation of the banquet functions throughout the Club, to include hiring, training, and supervising staff. Directs Banquet Service and Setup staff in ensuring the members and guest expectations are met and exceeded.

This is a hands-on role and requires excellent member/client-relations. Employee must demonstrate tact, diplomacy, common sense and flexibility. Qualified applicants must be team-oriented and focus on attention to details when serving our members and their guests.

The Banquet Manager reports to the Food & Beverage Director, working under the supervision of the Catering Director.

- Serves as liaison between banquet service personnel and the Club's management team
- Develops detailed plans for execution of each catered event in conjunction with the club's Assistant General Manager, Food & Beverage Director, Executive Chef, Banquet Chef, and Catering Manager
- Trains and supervises banquet staff. Assures the effective orientation and training for new staff and develops ongoing training programs for the existing staff in maintaining the highest in standards
- Sets rooms and performs service as specified by catering function sheets
- Inspects all linens, glassware, china and silverware daily for proper appearance
- Distributes copies of the function sheets to the staff assigned to work a particular function
- Holds pre-function line up with the staff to ensure smooth, efficient service
- Assigns server stations and coordinates the timing of courses
- Interprets function diagrams as distributed by Catering Department and ensures accurate set up of functions. Inspects function rooms to ensure proper maintenance of a clean and orderly area.
- Ensures the neat, cleanly appearance of employee uniforms and hygiene
- Ensures neat and orderly clean up after each event. This includes maintenance of the assigned function room and dining rooms, side stations and service areas, linen room, hallways and traffic areas and storage areas
- Assures proper inventory of all banquet server equipment and supplies to meet required needs
- Acts as Floor Manager at special, private functions and may greet and seat guests as necessary
- Handles employee concerns, promotes a positive work environment and promotes a positive team atmosphere with all management and staff. Conducts employee reviews and administers disciplinary action when needed, per company policy.
- Interacts with meeting or function contact/representative to assure all needs are being met.
- Assists with service of food and beverages in outlets and for special functions when needed.
- Continues to acquire knowledge in the latest trends of special events and service by reading trade publications, attending seminars and furthering education

Administrative and Other Responsibilities

- Functions as the Club's MOD and Closing Manager when assigned by the Food & Beverage Director (schedule will vary from week to week). Also considered to be the MOD for the banquet department when managing banquet functions
- Attends all required staff meetings
- Works large functions and assists with the execution of club social events as required

- Assures that state and local laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Carries out bylaws and policies as set by the Board of Directors.
- Recommends new policies and procedures where appropriate to further progress the department.
- Completes all other tasks as assigned by the Food & Beverage Director and Catering Director
- Must be skilled in managing payroll costs, supplies and inventories and accurately approve payroll weekly.
- Schedules and coordinates personnel per budgeted standards.

Knowledge, Skills, and Abilities

This position requires excellent organizational skills and must be detail orientated. The employee must have excellent people skills and the ability to effectively communicate with both members/clients and staff. Above average computer skills, proficient in Microsoft Office Suite, and ability to learn new computer software programs. Above average financial skills.

The banquet manager may sometimes work under pressure and, therefore, should remain flexible, be able to quickly rearrange priorities, and use common sense. Because the employee in this position deals in member relations, good grooming and social skills are a requirement. Must have a high level of professionalism and integrity.

The employee should have knowledge of golf tournaments, food and beverage, executing wedding receptions, social events and business meetings. Experience in managing the food and beverage aspect of banquet events, including room set-up and breakdown, assigning staff duties, and functioning as the liaison with the kitchen for each event is required.

Candidate must be able to lift and move heavy objects and be able to work long hours on his or her feet when needed. Must be able to work nights, holidays and weekends. Weekly workload varies. Frequent bending, stooping, pulling, lifting. Continuous standing, walking, repetitive actions for extended periods of time.

Education, Experience, and Training

A minimum of a 4-year college degree is preferred with major emphasis in food and beverage or a hospitality-related area. The candidate should have a minimum of one-year experience in banquet management in a premier level hospitality environment. Experience in the club industry is preferred.

All employees must maintain a neat, clean and well-groomed appearance per company standards. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the club. Upon employment, all employees are required to fully comply with Druid Hills Golf Clubs rules and regulations.

This job posting is not an exclusive or exhaustive list of all job functions that this position may be asked to perform from time to time. Druid Hills Golf Club is an equal opportunity employer and drug free work place. Pre-employment Background Checks and professional Reference Checks are required.

To apply: Send resume and well thought out cover letter to mmedori@dhgc.org

Comprehensive benefits package offered, including but not limited to Health, Vision, Dental, Short/Long Term Disability, 401 (k), golf privileges, development and education opportunities, club social events, employee shift meals. Compensation DOE.