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We are seeking a meticulous banquet captain to supervise and manage all banquet events for our company. As the banquet captain, you will be responsible for managing the staff schedule, ensuring that banquet operations run smoothly, and prioritizing the comfort and safety of our guests.

Responsibilities:

Welcoming guests upon their arrival and assisting them with their seating arrangements.

Assisting managers and organizers with planning the layout and logistics of events.

Setting up and managing staff shifts and timetables.

Developing and providing staff with the necessary training, including customer service and serving etiquette.

Managing the setup of events.

Running the floor and coordinating the food and drink service by liaising with the kitchen and service staff.

Monitoring the inventory of supplies, equipment, and furniture.

Tending to guests' requests, questions, and complaints.

Ensuring that the venue and facilities remain neat and clean.

Ensuring that all applicable safety regulations are communicated and adhered to.

Requirements:

High school diploma or GED.

Degree in hospitality or similar preferred.

A minimum of 3 years experience as a banquet captain or similar.

Excellent leadership abilities and the ability to manage many staff members.

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