

JOB OPPORTUNITY

JUNIOR BANQUET CAPTAIN

RESPONSIBILITIES:

- Check all room sets prior to each event. Meet with the Banquet Chef to confirm quantities of food items and timing of food leaving the kitchen. Conduct post function meeting with Kitchen to discuss event. Check all china, glassware, silverware and linen items needed for the event.
- Inform staff of specific needs for buffets and receptions. Check all staffing needs for upcoming events.
- Check inventory needs for all upcoming events and liaise with the lead Steward.
- Conduct pre-function meetings to ensure grooming standards of team members are met. Allocate stations and partners for staff and conduct a well-orchestrated event.
- Review banquet event orders; communicate with the meeting planner handling the function to ensure all needs have been met and to check for any last minute instructions or changes.
- Be aware of upcoming groups and major conventions.
- Read all assigned banquet menus and ask if specific items are unclear.
- Select several tables at random during the function to evaluate food and service. Ensure the food is served at the appropriate temperature, and that the entree is placed properly on table. For receptions, ensure sufficient food is available and any up-sell opportunities are met.
- Inform chef of head count as soon after seating as possible.
- Report all maintenance, repair or housekeeping concerns to the appropriate department immediately.

QUALIFICATIONS:

- Minimum 1 year supervisory capacity in the banquet department of a large convention hotel.
- Must possess outstanding, pro-active guest service skills, strong leadership skills, a professional presentation and excellent communication and interpersonal skills.
- Serving it Right certification.
- Must be flexible to work varying schedules, including late nights and early morning shifts.
- Friendly, enthusiastic, and have a sales-oriented personality.
- Work well under pressure and as part of a professional team.
- Must be fluent in English, a second language is an asset.
- Must possess strong food, beverage and wine knowledge.
- A good physical condition, as this position requires constant walking, standing, bending and lifting. Basic Computer skills, MS Office.
- Must be able to stand and exert well-paced mobility for up to 8 hours in length and be able to lift up to 50 lbs. on a regular and continuing basis.
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis
- Requires manual dexterity to use and operate all necessary equipment.

APPLY: Please email your cover letter and resume to Human Resources at resumes@wallcentre.com. All internal candidates should submit an internal application form (signed by your department head).