



Example of Banquet Manager Job Description

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Our company is looking for a banquet manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for banquet manager

- Maintains records, reports, closing reports and payroll costs
- Conscious of business fluctuations, reacts either increasing or decreasing when volume of business fluctuates up or down
- Prepare for and conduct departmental meetings
- Execution of banquet functions to ensure that expectations are met in accordance with the contract, banquet event order, and pre-conference meetings
- Responsible for actively building and retaining guest relations and act as a mentor to team members in order to provide superior customer service
- Hire, train, motivate, evaluate and supervise staff in order to ensure that team members receive adequate guidance and resources to accomplish established objectives
- Responsible for staff morale through quality supervision and training
- Ensure fulfillment of banquet requisition of event and/or engagement with client
- Work with Banquet Chef and kitchen staff to ensure proper food preparation and timing, and that all last-minute changes are taken care of in order to ensure highest levels of customer satisfaction
- Coordinate with Beverage Manager to ensure effective beverage operations

Qualifications for banquet manager

- Must be detail oriented, have excellent communication skills, and the ability to perform professionally under high levels of stress
- Three years experience in banquet supervisor/banquet manager capacity preferred
- Resolve guest concerns or complaints in a timely and friendly manner in order to maintain positive customer relations
- Implement and monitor department budget and other administrative processes to achieve proper management of department operations
- Increase Banquet revenues through research and taking positive steps to adjust or change menu offerings, service, portion control, presentation and waste