



Example of Banquet Manager Job Description

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Our innovative and growing company is hiring for a banquet manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for banquet manager

- Recruit, interview and hire banquet staff associates for assigned hotel(s)
- Participate in performance management with associates
- Train and support all banquet associates and ensure performance in accordance with established hotel brand/Colwen standards
- Adherence to all applicable Colwen/brand standards
- Determine departmental targets, objectives, and budgets
- Review Banquet Event Orders (BEO) with staff
- Use banquet beverage records to control liquor costs and manage banquet beverage inventory
- Educate and maintain proper controls with banquet bartenders
- Manage the inventory, control and breakage of china, glass and silver in relation to banquet services
- Receive, check and document food and beverage deliveries

Qualifications for banquet manager

- Ability to communicate clearly with staff and customers
- Banquets or other Food & Beverage outlets
- Requires a working knowledge of division operations and core standards, policies, and standard operating procedures
- Local Thai only
- Minimum 5 years experience in the event management, food and beverage or related field

