



## Example of Banquet Manager Job Description

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Our innovative and growing company is hiring for a banquet manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for banquet manager

- Play a lead role in the effective performance management of Event Operations staff including, however not limited to, ongoing coaching & training, the performance appraisal process, and progressive disciplinary process
  - Communicate additions or changes to scheduled event arrangements as they occur and delegate appropriate Associates accordingly
  - Regularly check supply levels and complete appropriate requisition forms for additional supplies
  - Facilitate regularly-scheduled daily briefings and monthly department operational meetings
  - Ensure compliance with established standards of service, operating and hygiene/safety procedures
  - Promote the practice of service distinctiveness as a means to improve customer satisfaction
  - Monitor business volume and staffing levels to ensure labour expenses are controlled
  - Maintain positive labour relations and ensure that the team members' grievances are handled according to established procedures
  - Review internal processes in customer interaction cycle with culinary, beverage, stewarding, and identify areas for improvement
  - Exhibits high standards of accountability & responsibility
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- 3+ years prior banquet experience preferred
- 2 years banquet or food and beverage experience (hotel experience preferred)
- Two or more years of Hotel banquet management experience preferred
- Previous Marriott brand experience is preferred
- Ability to analyse and anticipate • Well organized • Autonomous
- Previous Supervisory position in a similar hospitality operation