



Example of Banquet Manager Job Description

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Our company is growing rapidly and is looking for a banquet manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for banquet manager

- Committed to enforcing quality standards for products & services
- Anticipates problems & takes appropriate action
- Carry out any other duties as and when assigned by the Management of the Hotel and the Food & Beverage Manager
- Assume responsibility for all banquet facilities, including cleanliness, Ecosure Audits, repair and maintenance, reporting any deficiencies required
- Ensure the smooth daily operation of the banquet department all banquet bar services
- Responsible for critically assessing procedures, policies, and methods of operation and alter them where necessary
- Responsible for the financial success of the department by monitoring productivity, revenues and costs
- Responsible for building relationships with the Conference Services Department to ensure that a common vision in direction is shared and our customer's expectations are exceeded
- Responsible for building relationships with other Food & Beverage departments to ensure that all resources are being equally shared and that the entire division operates as a team
- Responsible for ensuring that all equipment, fixtures, and furniture of the department are kept in good supply and in the best repair possible

Qualifications for banquet manager

- Carry service trays up to 49 pounds to and from kitchen when necessary
- Walks and stands most of shift (walk approximately 10 miles per shift)
- Ability to work in high urgency and stressful situations
- Ability to serve tables when necessary