



Example of Banquet Job Description

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Our company is growing rapidly and is looking for a banquet. 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

- He/she will ensure station and table set ups are complete prior to service and at the end of the shift and will oversee assigned functions at all stages room set up to tear down
- Sets equipment to Daily Work Sheet specifications
- Provides required amenities, as dictated by Banquet Department Standards
- Refreshes meeting rooms
- Completes Special Projects as directed by department management
- Must execute department functions in accordance to company MOS standards
- Determines set-ups in conjunction with Director of Catering
- Coordinates functions with service staff, Chef and Head Steward. Sees that guest satisfaction is achieved through effective supervision and delegation of functions, checks on food quality and courteous performance of entire banquet staff
- Coordinates with the Stewarding Department on fast recovery of food leftover and minimizes waste
- Briefs waiters on functions and procedure of service

Qualifications for banquet

- Ability to organize tasks and other associates in activities pertaining to efficient production of work
- Ensure that the assigned Banquets rooms are cleaned, vacuumed, and

- Minimum 6 months (for entry level) to 3 years (advanced) relevant culinary experience, preferably in high volume upscale hotel banquet operation
- Must have basic English reading and writing skills
- Must have some basic math skills
- Must be Alcohol Training Certified