



Example of Banquet Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a banquet. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for banquet

- Ensure meeting rooms are in perfect shape at all time
- Ensure compliance with health, safety, sanitation and alcohol awareness standard
- Minimum 1 year previous banquet experience preferred
- Develop and implement policies, procedures and rules including operation manuals to promote compliance with company and regulatory guidelines
- Create and maintain records, reports and other documentation as required to meet company and business needs
- Maintain the viability and integrity of all department operations
- Maintain standards of sanitation, bar and personal hygiene and cleanliness, beverage service techniques and safety all with regard to the safe handling of food and beverage products for guests' consumption
- Engage in duties that are related to your position even though they are not routine
- In some cases, you may also be tasked with helping transport food, beverages, decorations and equipment
- Make and strike rooms on multiple floors and areas of the property

Qualifications for banquet

- Long hours and weekends sometimes required
- Pay range for the position is \$10.00 to \$13.00 and varies weekly
- Ability to transport up to 30 lbs
- Ability to operate beverage equipment, , coffee maker

- Gather and transport all supplies needed for the set-up of a function including, but not limited to, silver, china, linen, skirts, glassware, condiments