



Example of Banquet Job Description

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Our company is searching for experienced candidates for the position of banquet. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for banquet

- Ensures all food items are labeled and dated correctly to ensure quality and freshness
- Maintains all kitchen utensils, equipment and physical surfaces in a safe and sanitary manner
- Communicates all food quality issues, food shortages or necessary substitutions to Team Leader or Supervisor (Production/Retail) in a timely manner
- Assists in recipe development
- Lead the department to deliver luxury service that exceeds expectations of the highest level
- Set up function according to Banquet Event Orders (BEO) including draping, silverware, napkins, decorations and food & beverages
- Set up professional, creative, functional and clean arrangements
- Bring up hotboxes from kitchen to banquet areas in timely manner
- Greet and serve guests following policies and procedures
- Assisting in all aspects of service

Qualifications for banquet

- Candidate must be able to work in a fast paced environment, stand for long periods of time for an entire shift
- Candidate must be able to push and pull and place objects up to 50lbs without assistance

- Minimum 2 years professional experience within catering facility setting
- Manage all aspects of banquet operations
- Manage floor staff