



# Banquet Captain/Server

## Rewards for work, benefits for your lifestyle

You'll be supported in and out of the workplace through:

- Discounted golf, pro shop items, and food and beverage
- Learning and development opportunities
- Encouraging management
- Team-spirited colleagues

## The impact you'll make

You will enjoy working with a well-synchronized service staff, prepared to do whatever it takes to pull off a flawless event. When the guests arrive, they will be pleased to find your polished appearance and dedication to exceptional service that delights in the details. You will feel a sense of accomplishment knowing that you've impressed each guest with personalized attention.

## What you'll be doing as Banquet Server

- Prepare coffee breaks, carts and stations with appropriate supplies
- Organize tables, action stations, buffets, and carts for service
- Communicate any additional meal requirements or special requests to the kitchen
- Ensure courses are properly cleared and crumbed in a timely fashion
- Manage the presentation of tableware so that it is accessible for the guests
- Monitor cleanliness and proper sanitization of tables, stations and service areas

## What you'll be doing as Banquet Captain

- Communicate service needs to banquet servers, chefs, and stewards throughout functions.
- Total charges for group functions and prepare and present checks to group contacts for payment.
- Ensure banquet rooms, restaurants, and coffee breaks are ready for service.
- Ensure proper decor are displayed on every table if applicable. Inspect the cleanliness and presentation of all china, glass, and silver prior to use.
- Set tables according to type of event and service standards.
- Check in with guests to ensure satisfaction.
- Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen.
- Maintain cleanliness of work areas throughout the day.

## What we're looking for

- Great conversational skills and teamwork-oriented
- Positive outlook and outgoing personality
- Previous banquet serving experience is a big plus
- Flexible schedule including mornings and evenings
- High school diploma or equivalent.
- This role requires the ability to move and lift up to 25 lbs. Standing, sitting or walking for extended periods of time and ensuring a professional appearance in a clean uniform are also required.