



JOB TITLE: Banquet Captain
DEPARTMENT: Food & Beverage
REPORT TO: Food & Beverage Manager
DATE REVISED: March 26, 2023
CLASSIFICATION: Non-Exempt; part-time (can be combined with other O'Malley's on the Green positions to be full-time)

JOB STATEMENT/PURPOSE:

The Banquet Captain is responsible for overseeing the service in the food and beverage department for assigned Banquet events. This includes preparation for set-up and tear down of each event. Banquet Captains are the main point of contact for guests and event hosts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure work areas are properly stocked and prepare requisitions as needed
- Ensure work areas are neat and clean
- Check that trays and tables are set to standards
- Ensure quality control of all menus with regards to cleanliness and appearance
- Ensure that trays are cleaned promptly
- Ensure proper settlement of checks
- Ensure orders are delivered on time
- Ensure food quality

JOB SPECIFICATIONS:

- Must be 21 years of age or older
- 3 years experience with customer service in the banquet industry
- Must have current Food Handler's Card
- Must have current Training for Alcohol Professional (TAPS Card)
- Previous supervisory experience preferred
- Must be able to stand for long periods and lift 25 lbs.
- Ability to effectively communicate; written and orally

OTHER RESPONSIBILITIES:

- Directs the setting up and tear down of tables and decorations
- Observes guests to fulfill any additional requests, to perceive when the next course should begin or when meal is completed
- Takes the initiative to greet guests in a friendly and warm manner
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned