**Food and Beverage Operations**

**Assistant Banquet Manager Job Description**

**CLASSIFICATION:** Non-Exempt **REPORTS TO:** Banquet Manager

**SUMMARY:**

Responsible for the successful setup, execution, and breakdown of all banquet functions. The Assistant Banquet Manager will work closely with the Banquet Manager, Beverage Manager, Catering Director, and Culinary teams to ensure successful event operations. Assistant Banquet Managers are expected to lead service and assign work to banquet servers throughout events.

**RESPONSIBILITIES**

Assistant Banquet Manager parallels to managers in that we pick up the responsibilities of managers when they are not present. This includes creating to do lists for set up, ensuring staff have selected duties during the shift, creating a service plan based on BEO, and making in the moment decisions. Depending on the day (and manager) these have already been thought through and that responsibility falls off of us.

Assistant Banquet Managers every day duties that differ from a server include AV set-up/tear down, Accubar-ing, point of contact with the host, ensuring staff is on task, communicating with the kitchen, creating a side work/end of day responsibilities list, and ensuring all tasks are completed before checking out with a manager. These duties are in addition to the duties of each banquet server, not a replacement. On top of that, Assistant Banquet Managers are a resource to the staff to answer any questions about the event or service at the club. We are also a resource to the managers so they can feel comfortable stepping away and know the event will run smoothly.

1. Acubar capable/ Bar knowledge
2. Be able to run an event with minimal manager supervision
3. Lead by example for banquet staff
4. Be a point of reference for questions from the banquet staff and event hosts
5. Train new banquet staff
6. Check out with the closing manager on what duties/tasks need to be completed before shift end
7. Attend weekly BEO meetings to ask questions and solicit feedback
8. Take care of event hosts and ensure you are available for any changes or modification they want made.
9. Work closely with culinary team to execute buffets.
10. Assign tasks to banquet team members.
11. Ensure events for the next day(s) are set up for success.
12. A/V competency

Please submit resumes to:

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