



## PREDATOR RIDGE

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### **Banquet Captain Job Description**

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#### **Purpose**

This position reports directly to the Banquet Manager and is responsible for the execution of all banquet, group services and meetings including set up and take down.

#### **Responsibilities and Accountability**

- Guest focused, attention to detail and awareness of timelines.
- Communicate and oversee training, supervision and evaluation of relevant team members.
- Create, deliver and monitor processes and standards for banquets to guarantee seamless execution of events and services.
- Guide, participate and lead on-going training to ensure the department designed experience is brought to life.
- Be proactive by maintaining knowledge and understanding of all service areas to ensure all services levels are continually enhanced.
- Complete billing procedures for each event.
- Opening and duty checklists are complete.
- Role model all systems and operating standards of Predator Ridge Resort.
- Perform all other related duties assigned by the Banquet Manager and Food and Beverage Manager.

#### **Position Requirements**

- Must be very organized, attention to detail and have the ability to multi-task.
- Offer flexibility by working varying shifts.
- Must be able to stand for long periods of time.
- Show leadership through coaching, mentoring and inspiring team members.
- Have great communication skills with guests, team members and other departments.

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This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications.