

Banquet Captain

Reports to the Sales & Event Manager

Seasonal – Full Time & Part Time – February to December

Rate \$18 - \$20 hr, plus gratuities, meal plan, golf play

Golden Eagle Golf Club – 4 seasons of Golf and Entertainment

Surrounded by sweeping views of some of the most scenic backdrop's BC has to offer, Golden Eagle Golf Club is home to 36 holes of golf, a stunning banquet space and a massive patio famous for its sunsets. This hidden gem welcomes all and offers fantastic value in local golf and events!

The Food and Beverage department is looking for energetic with a great personality individual to assist in overseeing the banquet events. The individual will be required to work closely with the entire Food and Beverage team, in particular the Sales and Event Manager, to ensure the smooth running of these events.

Responsible for but not limited to:

- Welcoming to Guests
- Ensuring banquet events run smoothly, and prioritizing the comfort and safety of our guests
- Excellent leadership abilities and the ability to motivate and manage staff members
- Great time management and multitasking abilities
- The ability to provide an excellent level of customer service, even in stressful situations
- Good stamina for physical tasks such as moving and lifting chairs, tables, chafing dishes and standing for long periods of time
- Monitoring supplies, equipment, and furniture
- Assist the sales and events manager with BOE orders, website, and admin tasks
- Tending to guests' requests, questions, and complaints
- Ensuring that the venue and facilities remain neat and clean
- Ensuring banquet supplies get put back away
- Ensuring that all applicable safety regulations are communicated and adhered to.
- Assisting managers and organizers with planning of the layout and logistics of events
- Review all banquet orders
- Check all room sets before each event begins
- Ensure cleanliness of cutlery, glassware, plates
- Work with Executive Chef to ensure cohesive service and execution
- Closing of functions at the end of the evening and inventory is complete and accurate
- Willingness to work long hours, irregular shifts, and on weekends and holidays
- Locking and securing the building

REQUIREMENTS

Minimum 2 years experience Serving

Serving it right certificate

Open availability including evenings and weekends

Hospitality and event experience would be an asset

Bartending experience would be an asset

First aid certificate would be an asset

Food Safe certificate would be an asset

A proven ability to present accurate verbal and written instructions

Please email your cover letter and resume to Lamica.martin@goldeneagleclub.com

Closing date is Jan 15, 2022 – Start date Feb 2022