

START DATE: .....May 2024  
JOB TITLE: .....Banquet Captain  
JOB TYPE: .....Seasonal Part/Full Time  
LOCATION:.....The Falconwood Event Center at Beaver Island State Park  
COMPENSATION: .....\$20/hour  
BENEFITS: .....NA Seasonal Position

#### Position Overview

The successful candidate will possess a strong commitment to customer service, good communication skills, be computer literate, and have a meticulous attention to detail. The purpose of the position of Banquet Captain is to oversee events (including weekend events), handle and delegate set-up and breakdown of function rooms and take care of the customer in a timely, courteous, efficient, and customized manner. All functions are carried out to maintain an environment of teamwork.

Candidate will report to the Tammy Papia, Director of Catering & Events.

#### JOB RESPONSIBILITIES

- Oversee events.
- Set-up and breakdown all function rooms.
- Act as the contact person for the customer.
- Hold pre-shift meeting reviewing BEO and reviewing a selected service standard.
- Coordinate customer experience with the kitchen.
- Bus and set tables, as needed.
- Perform buffet set up (if necessary) and breakdown.
- Supervise banquet functions to ensure they run smoothly and efficiently.
- Complete requisition for additional supplies needed and submit to Director of Catering & Events.
- Instruct designated employees to rectify any cleanliness/organization deficiencies
- Inspect the scheduled function area/room for cleanliness, working condition and proper furniture/equipment set up. Rectify any deficiencies with respective departments
- Ensure that assigned employees have reported to work and report on any absent or tardy employees
- Coordinate breaks for assigned employees
- Assign stations and side work to Servers in accordance with departmental procedures
- Total all outstanding charges for the function, prepare check and present to function contact for payment adhering to all cashing procedures/policies.
- Ensure all closing duties for staff are completed before staff sign out.
- Provide feedback on staff performance to manager and report disciplinary problems to manager and participate in the counseling of employees.
- Foster and promote a cooperative working climate, maximizing productivity and employee morale.
- Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to the Director of Banquets & Events immediately.
- Attends all scheduled employee meetings and brings suggestions for improvement



POSITION TITLE: Banquet Captain

**QUALIFICATIONS/SKILLS REQUIRED:**

- High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and employees.
- Knowledge of food and wine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand.
- The employee must regularly lift and/or move up to 10-25 pounds and frequently lift and/or move up to 50 pounds.

(Please note: management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands).

***All applications should include a resume and any relevant information to the position  
Please apply on our website at [montanainternational.us](http://montanainternational.us) or email your resume to [tammy@thefalconwood.com](mailto:tammy@thefalconwood.com)***