



Banquet Captain

PURPOSE: To coordinate banquet arrangements and lead the banquet team on the day of the event

PAY RATE: Hourly, full-time seasonal, up to \$23/hr

CLASS: Full-Time Seasonal

HOURS: Vary depending on Event Schedule

RESPONSIBILITY: Oversee all aspects of banquet organization and supervise banquet staff

REPORTING TO: Event Coordinator

REQUIREMENTS

- Must be at least 21 years of age
- Minimum 2 years of hospitality leadership or banquet-related experience (experience in boutique properties is optimal)
- Must be able to work evenings, weekends, and holidays
- Previous management experience in areas such as event execution, sales, hospitality, logistical coordination, and problem resolution
- TAMs/Tips and ServSafe Certifications (BSF will provide training if needed)
- A degree in hotel management, hospitality, or equivalent experience
- Extensive experience with planning and managing various types of events
- Familiarity with safety and sanitary standards and procedures
- Exceptional leadership and communication skills
- Outstanding customer service
- Strong organizational and event-planning skills
- Effective problem-solving
- Attention to detail

EXPECTATIONS

We are hiring an experienced **Banquet Captain** who will help us organize memorable events at Black Star Farms. As a Banquet Captain, you will ensure the smooth execution of banquet events by overseeing all aspects of the organization. You will manage the day-of-event schedules, coordinating day-of details with vendors, our chefs, and other professionals to ensure all arrangements are ready, and oversee the setup and service of food and beverages.





Your goal will be to provide a satisfactory and enjoyable experience for guests by fulfilling additional requests, addressing and resolving complaints and concerns. Additionally, you will ensure that the staff members follow safety and sanitary standards and procedures, monitor the inventory of supplies and equipment, and manage event budgets and expenses. Ultimately, you should have outstanding leadership, communication, customer service, attention to detail, organizational, and problem-solving skills.

Banquet Captain Duties & Responsibilities:

- Oversee all aspects of banquet organization and supervise banquet staff
- Greet and welcome guests and assist them with seating arrangements
- Plan and coordinate banquet arrangements for special events, weddings, conferences, etc
- Supervise the setup and service of food and beverages
- Coordinate with servers, our chefs, and other staff members to ensure all arrangements are ready for the event
- Ensure the banquet staff follows safety and sanitary standards and procedures before and during the event
- May oversee the inventory of supplies
- Address and resolve guest complaints and concerns timely and professional manner
- Train banquet staff members
- Observe guests, fulfill additional requests, and ensure the smooth event flow

