

Assistant Banquet Manager

Overview

The Assistant Banquet Manager is responsible for helping the Banquet Manager run the Banquet Department. They are involved in all areas of staffing, training and problem solving. Responsible for staff understanding of brand standards, philosophy and specific position processes. Ensures that all staff are properly certified and trained in their respective positions, and that all training and certification materials are up-to-date and maintained.

Specific job knowledge, skill and ability

The individual must possess the following knowledge, skills and abilities:

- Must have comprehensive knowledge of food and beverage preparations, service standards, guest relations and etiquette.
- Knowledge of the appropriate table settings and service ware.
- Knowledge of all applicable Government health and safety regulations.
- Comprehensive knowledge of the English language in order to read event orders and effectively communicate with guests and employees.
- Basic mathematical skills.
- Ability to operate various food and beverage equipment present at a function.
- Ability to set realistic goals and standards.
- Ability to work in very fast paced environment with considerable noise and interruptions.
- Must be able to change activity frequently.

Minimum requirements

- Leaving certificate or equivalent.
- Any combination of education, training or experience that provides the required knowledge, skills, and abilities.
- Two years of previous Banquet managerial experience or 2 years of Food and Beverage managerial experience in a 4 or 5 star resort.

Preferred requirements

- University degree in hospitality preferred.
- Food service certification
- CPR / First aid training preferred.