

Pine Mountain Lake Association Job Description

Job Title: Banquet and Event Coordinator
Job Code: 60, 61
Employee Name:
Department: The Grill
Location: The Grill
Reports To: Grill Floor Manager
FLSA Status: Non-exempt
Prepared Date: 5/20/21 sa

SUMMARY

The Banquet and Event Coordinator will be responsible for all day-to-day catering services including member related activities, club sponsored events, private banquets, and business and social meetings. Develop contracts for and oversee all administrative aspects of preparing and executing banquet events including BEO creation, marketing/communications, billing and follow-up. This individual will work closely with the food & beverage team and other departments to ensure the high-quality execution of all events at The Grill. Must work flexible hours including nights, weekends and holidays.

Essential Duties and Responsibilities include, but are not limited to:

- Promote, advertise, and market The Grill's social event facilities and capabilities to all members.
- Assist members to arrange banquets, luncheons, meetings, weddings, and other social events; obtains pertinent information needed for guest planning.
- Coordinate, supervise, and execute catered events based on member specifications and documented in the Banquet Event Order.
- Responsible for hands-on service work when needed and orchestrating events when necessary
- Effectively and regularly communicate expectations and service goals to staff.
- Conduct event site inspections and walk-through appointments.
- Communicate with Front of the House and Back of the House management and staff in the execution of functions. Coordinate set-up, service, timing, and details for events.
- Responsible for the direction, training, and development of the banquet staff.
- Responsible for preparing proposals, cost estimates, contracts, BEO's, menus, floor plans, invoices, etc. with Grill Manager approvals.
- Manage and monitor function calendar to ensure all events are processed, coordinated, and communicated to all department staff.
- Assume responsibility of manager-on-duty when necessary.
- Update weekly function information for all affected staff.
- Serve as liaison between kitchen, wait staff, and management.
- Ensure all Banquet events are billed in a timely manner and invoices are sent.
- Work closely with other department managers for related events.
- Performs the Grill's Administrative Assistant duties by handling mail, answering phones, responding to correspondence, maintaining files and performing other routine duties as assigned by the Grill Manager.
- Assists Grill Manager with preparation of advertisements in the PML News and local newspapers.
- Must be available to work nights, weekends and holidays.
- Other duties may be assigned.

Candidate Qualifications

- Five years hospitality or catering experience.
- Strong desire to create and execute memorable experiences.
- Strong work ethic and ability to work with a team.
- Professionalism with guests, property owners and staff.

- Excellent communication skills.
- Desire to work in a fast-paced, upscale environment.
- Flexible with work hours including changing schedules, holidays & weekends.

SUPERVISORY RESPONSIBILITIES

- Assists Grill Manager and Floor Manager with supervision of 5 to 10 wait and bus staff during banquets and special functions and daily dining room service as needed.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Including planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing guest complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent. 4 to 5 years of related experience and/or training; or equivalent combination of education and experience. Experience in Banquet or event planning for functions of 100+ preferred. Experience with Microsoft office, Time clock management software and POS systems a plus.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, sales tax, and percentages. Ability to apply concepts of bookkeeping principles.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

ServeSafe Food Handler certification

OTHER SKILLS AND ABILITIES

Ability to operate specific office equipment and computer software.

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 sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.