**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Banquet Manager
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Manages banquet service operations to achieve superior customer satisfaction and quality service. Implements and monitors department’s budget and manages expenses to maximize revenues.

* Solicits banquet business, calling on past and prospective clients. Negotiates prices and executes contracts.
* Meets with department heads to plan and coordinate efforts for scheduled functions to ensure the efficient execution of the event and that it adheres to the client’s guidelines and expectations. Informs staff of special requests or changes that will affect either the food production or service for the event.
* Requisitions or obtains equipment and supplies needed for each function, ensuring client’s specifications are met.
* Greets client prior to the onset of the function and is present throughout the event, ensuring client satisfaction and meeting additional requests. Supervises cleanup and breakdown after completion of function.
* Monitors and controls banquet budget, coordinating event budget to maximize revenue and minimize expenses while providing quality guest service.
* Hires, supervises, and evaluates banquet staff. Completes and posts weekly staff schedules ensuring an adequate number of staff to serve each function.
* Develops team members through appropriate training, coaching and mentoring to ensure strong operational performance. Motivates team members and promotes empowerment.
* Leads with a positive attitude, enthusiasm and a commitment to excellence.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Degree or certificate in Food Service or Hotel/Restaurant Management preferred; or equivalent combination of education and experience.
* Minimum of two years food and beverage or catering experience, preferably in the hotel industry.
* Excellent leadership, sales, and revenue management skills. Must be innovative and self-motivated.
* Excellent organization and communication skills and ability to perform a wide variety of tasks during busy, sometimes stressful times.
* Must maintain a high level of professional appearance and demeanor.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.