



Job Title:	Banquet Captain	Department:	Banquets
Location:	Columbus, GA	Property:	Bibb Mill
Position Type:	Full Time/Part Time		
HR Contact:	Kelli Nelson	Date Posted:	

Overview:

Oversee all aspects of catering events and staff performance to ensure efficient operation and adherence to the facility's policies/procedures.

RESPONSIBILITIES AND REQUIREMENTS:

- Oversee catering events, schedule staff, assign specific tasks/services for events.
- Direct room set up, directing staff where to place table settings, centerpieces, and other table decorations.
- Train new staff members how to perform the assigned tasks in the banquet, food prep, and dining area.
- Hold team meetings to provide updates on policy and service changes along with managing any staff problems that occur, defusing situations in a timely manner.
- Examine the cleanliness of the venue prior to function and ensure that safety/sanitation codes are followed.
- Work with Banquet Manager, coordinate with kitchen staff for details of menu, food prep activities, and service standards.
- Ensure compliance with all local liquor laws along with health and sanitation regulations.
- Interact with host and respond to any special requests or last-minute adjustments.
- Respond to customer complaints, questions, and compliments.
- Evaluate the overall success of the event and report this information to Management.
- Maintain high standards of personal appearance and grooming, which include wearing the proper uniform and nametag.
- Attend/Participate in all meetings and training required by Management.
- Participates in day-to-day operations and establishes a pleasant relationship with staff.
- Perform other duties as assigned by management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED required.
- 2+ years' experience in Hospitality or Food and Beverage along with leadership skills preferred.
- Microsoft Office Suite (Outlook, Excel, Word) required.
- Detail oriented along with excellent verbal/written communication skills required.
- Able to work well in stressful situations and maintain composure under pressure.
- Must pass a background check and drug screen.

PHYSICAL REQUIREMENTS

- Must be able to stand and sit for extended periods of time.
- Able to lift, carry, push, and pull up to 25 lbs.

DISCLAIMER:

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Kristi Hargraves	Date:	2/11/2022