



<b>Job Title:</b>	Banquet Coordinator	<b>Department:</b>	
<b>Location:</b>	Columbus, GA	<b>Property:</b>	Marriott
<b>Position Type:</b>	Full Time/Part Time		
<b>HR Contact:</b>	Kelli Nelson	<b>Date Posted:</b>	

**Overview:**

**Oversee sales, food, and beverage for events and the daily operation to ensure each event is a success.**

**RESPONSIBILITIES AND REQUIREMENTS:**

- Oversee all aspects of the daily operation both on and off-site while maintaining a profitable operation, high quality, and service levels.
- Reduce employee turnover while maintaining revenue and payroll budgets.
- Conduct staff performance reviews.
- Oversee and conduct any ongoing training of captains/hourly employees to maintain standards of service.
- Control and maintain all service equipment and initiate service requests as necessary.
- Supervise event setup to include organizing seating arrangements, ensuring food/drink is easily accessible, and overseeing the technical set up for sound/microphone systems.
- Order supplies when needed.
- Evaluate the overall success of the event and report it to Management.
- Attend/Participate in all meetings and training required by Valley Hospitality.
- Participates in day-to-day operations and establishes a pleasant relationship with staff.
- Ensure compliance with all local liquor laws along with health and sanitation regulations.
- Perform other duties as assigned by management.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or GED required.
- Must have 2+ years experience in Hospitality/Sales.
- Previous event management 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.

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Kristi Hargraves	<b>Date:</b>	3/1/2022

