



Position Title: Food & Beverage Banquet/Outlets Manager

Reports To: Director of Food & Beverage

Location: Jonathan Beach Club

Position Summary: Responsibilities include but are not limited to; managing Banquet Service functions throughout the club for all member events, private parties, and meetings/conventions. Directing staff in ensuring the member and guest's expectations are met and exceeded. Maintains the highest standards of food and beverage service, and is creative in room set-ups and presentations. Assisting Restaurant manager in day-to-day operation when time permits.

Essential Functions: Responsible for the timely execution and service for all Member Events and Banquet functions. Scheduling staffing requirements for each event, and ensuring that no un-authorized labor costs are incurred. Responsible for inspecting and performing quality checks for every event prior to the scheduled start time of the event. Responsible for holding pre-function meetings with all banquet staff to communicate all planned details, and last minute changes as outlined on the Banquet Event Order (BEO). Responsible in assigning server stations and side work to Banquet Servers; assigns weekly side work. Serves as liaison between Banquet Staff, Catering Staff, and Culinary Staff. Responsible for the timely communication to the culinary staff of event attendance, event timing, and event changes as they occur. Responsible for the supervision of the Houseman to ensure all functions are set up in accordance to the BEO and banquet set up standards, and ready for use in a timely manner. Ensures that all banquet staff are in their prescribed, clean, and pressed uniform, well groomed per the club's dress code. Responsible for performing a regular maintenance review of all function space(s) areas by performing walkthroughs, writing maintenance requests, and following up that all maintenance requests are completed. Regularly inspects all front and back of the house service areas and equipment to assure that sanitation, safety, energy management, preventative maintenance, and other standards are met. Responsible for the monthly inventory of all banquet service equipment, linens and supplies to meet required needs. Enforces the service standards for all banquet events, meetings and related operations including innovative and creative food and beverage/bar displays. Accepts member/guest complaints and works with Director of Catering and Director of Food & Beverage to provide a solution in a timely and professional manner. Handles employee concerns, promotes a positive work environment, and promotes a positive team atmosphere with all other management and staff.

Experience: Minimum three years' experience in Food and Beverage management required.

Additional Skills: Strong managerial, organization and communication skills along with a professional and friendly demeanor. Ability to perform medium to hard manual labor, must be mobile and able to perform kneeling and reaching motions.

Please send resumes to scoutouly@jc.org



STEPHANE COUTOULY
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