



Banquet Captain Job Description

As a banquet captain, your main responsibilities will be to ensure the event space is clean and set up properly to execute all aspects of the event. In order to do so, you must be able to competently manage these essential job functions:

- Consistently offer professional, friendly and engaging service
- Review BEO (banquet event order) to ensure all room setup/teardown is complete prior/post event
- Supervise room reset if necessary
- Supervise event staff
- Assist Banquet Servers in all food and beverage items for assigned banquet events
- Address guest concerns and react quickly and professionally
- Prior to any event, check with the kitchen/event manager to ensure times and guarantee numbers are correct and that any special meals and/or dietary restrictions are acknowledged and served.
- Have full knowledge of all menu items being served
- Follow all safety policies when handling food and beverage
- Assist with the set up and serving at events when needed
- Complete any tasks your supervisor/manager instructs you to complete.

In addition to the listed functions, qualified candidates must also possess strong attention to detail, communication skills, time management skills, and be ready to think on their feet to overcome obstacles.

