



ELEGANT WEDDINGS AND GRAND SOCIAL OCCASIONS™

Banquet Captain and Banquet Server

USA – FLA – Fort Lauderdale Area

Contact: Signature Grand
deannamccutcheon@thesignaturegrand.com

Address: 6900 State Road 84, Davie, FL 33317

Job Level:

Education:

Banquet Captain

Description: Signature Grand is seeking a **Banquet Captain** to join the banquet service department. This key position reports to the Director of Banquet Operations and Banquet Manager and involves oversight of the banquet floor service as assigned. This may include supervision, as directed, by the Banquet Manager of the room setup staff and banquet waitstaff prior to or during the service of an event. Flexible shifts are required as is the ability to work nights, weekends and holidays.

Signature Grand, known for Elegant Weddings and Grand Social Occasions™, hosts groups up to 2,000 in its 100,000 sq. ft., Mediterranean Mansion. Conveniently located in Central Broward County on the I-595 Express, Signature Grand proudly welcomes clients from the greater South Florida tri-county area, the nation and the globe.

Responsibilities and Skills:

The **Banquet Captain** must possess excellent leadership and communication skills; a minimum of three (3) years experience as a banquet captain in a high volume upscale hotel / resort or country club; and a desire to promote superior customer service resulting in positive survey results is a key element of this position.

- Supervise floor service of an event as assigned
- Ability to supervise pre-function set-up and post function break down under the direction of the Banquet Manager
- Ability to take direction from the Banquet Manager, Manager on Duty or the Director of Banquet Operations
- Attend pre-function service meetings, as assigned
- Must possess superior customer service skills
- Full knowledge of banquet service standards
- Ability to work with setup, waitstaff and culinary staff in the execution of banquet service
- Ability to promote a positive and progressive work environment
- Presents a professional groomed appearance

Banquet Server – On Call

Responsibilities and Skills:

- Set up / organize carts, buffets and action stations
- Prepare / serve coffee breaks
- Set up / service of banquet food and beverage to guests
- Maintain table service throughout the event
- Breakdown tabletops and servicewares after the event
- Assist in preparing banquet equipment / supplies prior to events
- Set up / prepare banquet table top place settings
- Maintain a friendly and smiling, service driven demeanor with guests
- Foster positive working relationships with co-workers
- Be available to work a flexible work schedule, to include nights, weekends and holidays
- Presents a professional groomed appearance

Benefits Available:

- Competitive Salary
- Family Medical Insurance
- Dental and Vision Insurance
- Vacation, Holiday and Sick Pay
- 401K Retirement Plan with Company Matching
- Disability and Life Insurance