



Banquet Manager

USA – FLA – Fort Lauderdale Area

Contact: **Signature Grand**

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Address: 6900 State Road 84, Davie, FL 33317

Phone: 954-424-4000

Job Level: Banquet Manager

Education: High School Degree / College Degree or Equivalent Experience in Related Field

Reports to: Director of Banquet Operations / Assistant Director of Banquet Operations and
Director of Service

Compensation: \$ _____

Description: Signature Grand is growing and progressive. We are seeking a **Banquet Manager** in the Banquet Service Department at this venue known to host some of South Florida's most prestigious events. This esteemed position includes working with Broward's most prominent community leaders, as well as, internal associates who possess the highest caliber of professionalism and talent.

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 region, the nation and the globe.

Responsibilities and Skills:

- Attends training sessions with all banquet service, housekeeping and set-up personnel.
- Conducts supervision and inspection of all work and guest areas as assigned.
- Requires full engagement with all clients and guests, as well as oversight of the actual banquets and functions.
- Facilitate retention and growth of clients/events by developing professional service relationships.
- Ensures superior guest experiences and positive survey results.
- Attends service meetings with the Director of Banquet Operations, the Assistant Director of Banquet Operations, the Director of Service and Captains relating to the daily and weekly schedule of events.
- Works weekly schedule as assigned.
- Assigned as the Manager on Duty with opening and closing duties.
- Excellent communication skills with Clients, Guests, Vendors, Event Producers, Culinary and the Banquet Service Department.
- Effective fostering of team building to promote a positive and progressive work environment.
- Attends weekly BEO meetings as assigned and works closely with the Event Producers, Culinary and Engineering Staff.
- Must be passionate about providing superior customer service to clients and guests.
- Monitor and maintains banquet service standards.
- Enforces all policies, procedures and protocols of the company.
- Ensures that banquet equipment is clean and maintained.
- Evaluates waitstaff personnel, key personnel and service staff on an ongoing basis.
- Displays leadership and Savior Faire in all dealings with clients and guests.
- Presents a professionally groomed appearance.

Requirements: The **Banquet Manager** must possess superior leadership skills with an in-depth knowledge of banquet / event operations and banquet service. This candidate must possess a strong banquet service background to include at least five years experience as a Banquet Captain or Banquet Manager at a high volume, upscale Hotel / Resort or Country Club. Longevity in previous positions and commitment to ensure a positive and grand guest experience is a key element of this position.

Only qualified and local applicants should apply and will be considered.

Benefits Available:

- Competitive Salary
- Goals / Incentives Plan
- Vendor Commissions
- Family Medical Insurance
- Dental and Vision Insurance
- Paid Vacation, Holiday and PTO
- 401K Retirement Plan with Company matching
- Disability and Life Insurance

Additional Details:

Job Available: Immediately

Bonus Plan: No

Work Permit Needed: Applicants who do not already have legal permission to work in the United States will not be considered.

Accommodation: No

Management Position: Yes

Entry Level Position: No

Industry Categories: Hotel/Resort

Position Categories: Catering/Events, Conference Services, F&B - Banquets