



Position Announcement:
Greenville, South Carolina



POSITION: **Lead Banquet Captain**
DEPARTMENT: **Food & Beverage - Catering**
REPORTS TO: **Catering Services Manager**
FLSA STATUS: **Hourly/Non-Exempt**

SUMMARY

This is a hands-on position responsible for ensuring the proper execution of catered events while overseeing banquet staff. This position requires an individual that is attentive and focused on providing authentic hospitality and meaningful experiences to each and every guest. Reports directly to the Catering Services Manager and/or Assistant Catering Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Servicing of catered events and banquets as indicated on the Banquet Event Order.
- Organize and delegate event preparation to banquet staff ensuring timelines are met.
- Control usage of linens, beverages and other banquet supplies.
- Maximize efficient production of tasks as assigned by the manager on duty.
- Conduct pre-event meetings with banquet service staff.
- Maintain the proper set-up of service hallway to maximize efficiency of food service.
- Follow established Procedures, Timelines, Sanitation guidelines and checklists.
- Supervise and assist with the service of food for each event as specified by managers.
- Coordinate and monitor breaks for service staff.
- Prepare post-event task list with help of CSM and/or Assistant CSM and ensure that tasks are completed prior to relieving service staff.
- Enforce daily cleaning lists and check in detail for completion every working day
- Responsible for maintaining and supervising sanitation guidelines specified by managers.
- Responsible for overseeing productivity of Servers and temporary staff and keeping them on task.
- Maintain organization of all storage areas including linen shelves, uniforms, beverage and prop storage.
- Report any areas in need of maintenance or repair to the Catering Services Manager.
- Other duties as assigned and deemed necessary.

QUALIFICATIONS

- Strong sense of urgency
- Must maintain a high energy, positive and professional appearance
- Must be able to follow timelines closely as directed by managers
- Ability to serve utilizing trays
- Ability to handle multiple events in a fast-paced environment
- Ability to lead part-time and temporary staff through all phases of an event
- Excellent communication skills

- Must be able to follow sanitation guidelines and enforce sanitation policies as specified by managers

EDUCATION AND WORK EXPERIENCE

- High School diploma or equivalent.
- Minimum one (1) year of experience in fine dining or catering/banquet service environment required.

PHYSICAL DEMANDS

- Performing work through repetitive eye/hand coordination.
- Daily lifting up to 35 lbs. above shoulder level for carrying trays, for up to 5 minutes at a time.
- Constant standing, walking, stooping. Constant reaching, handling products.

WORKING ENVIRONMENT/CONDITIONS

- This position is not subject to adverse working conditions.
- The position does require the ability to work irregular hours and a varying schedule.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Full time position: 40 hours or more per week
- Hours vary based on need.
- Irregular hours including evenings and weekends during the shows.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

Apply at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000227074306#/>

Recruiter:

LaTomya Doctor
SMG – Greenville Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.