



**Position Announcement:**  
**Greenville, South Carolina**



**POSITION:** Part-time 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 performing the duties necessary to properly execute catered events as assigned by 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 daily tasks to banquet staff.
- Oversee event preparation and insure that tasks are on schedule.
- 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.
- Supervise and assist with the service of food for each event as specified by managers.
- Coordinate and monitor meal 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 temp workers and keeping them on task.
- Maintain organization of linen shelves and other catering equipment supplies.
- 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 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 & 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**

- Less than 30 hours per week on average.
- Hours vary based on need.
- Irregular hours including evenings and weekends during the shows.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

#### **TO APPLY:**

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

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000227217006&fromPublish=true#/>

#### **Recruiter:**

David Wilson  
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.