

## **Banquet Supervisor**

Rebel Creek

**Location:** Petersburg, ON, Canada

**Department:** Hospitality

**Reports To:** Hospitality Manager

**Classification:** Full-Time Seasonal

### **Summary:**

The purpose of a Banquet Supervisor is to oversee the planning, organization, and execution of banquets and other events. The Banquet Supervisor is responsible for ensuring that all guests have a memorable experience, from set up and decoration, to bartending and service. The Banquet Supervisor must ensure that all staff members are adequately trained and that the event follows all applicable regulations. They must also ensure that the event runs smoothly and is completed on time and within budget. The Banquet Supervisor must also possess excellent customer service skills in order to ensure that all guests are satisfied with their experience.

### **Responsibilities:**

Under the Direction of the Hospitality Manager:

- Organize and supervise banquet events
- Ensure event runs smoothly
- Ensure guest satisfaction
- Manage banquet staff & labour costs
- Setup & teardown of events
- Manage inventory
- Maintain cleanliness & hygiene standards

### **Qualifications:**

- SMART serve training.
- Experience in banquet operations
- Experience in a golf club environment is an asset
- Capable of handling pressure and the ability to adapt to new situations.
- Good communication skills.
- Willing to assume responsibility without supervision.
- Able and willing to lift up to 50lbs to move stock.

- Able to move tables, chairs and other furniture when required.
- Available to work varied schedules, holidays and weekends.

**Working Conditions:**

- Some travel may be required
- Ability to attend and conduct presentations
- Ability to lift 50 lbs required
- Manual dexterity required to use desktop computer and peripherals

**Salary:** From \$19.00 per hour - based on experience

**Additional pay:** Gratuities

**Benefits:** Staff discount on food

**Schedule:** Flexible work schedule including weekends and holidays

**To Apply:**

Please submit your resume and cover letter to Brooke Dolfi at [hospitality.rebelcreek@golfnorth.ca](mailto:hospitality.rebelcreek@golfnorth.ca). Please write "Rebel Creek - Banquet Supervisor" in the subject line.