



POSTING DATE: June 2021

START DATE :June 2021
JOB TITLE :**Banquet Captain**
JOB TYPE :Seasonal – April/May through October/November
LOCATION :Beaver Island State Park & Big Six Mile Creek Marina, Grand Island, NY
COMPENSATION :\$15/hour + tips
REPORTS TO :Food & Beverage Manager
BENEFITS :n/a

Position Overview

The successful candidate will be a dynamic and well-presented person missioned with offering superior customer service. They must possess a keen eye for detail, an eagerness to learn, be comfortable with autonomy, great customer service skills, be self-driven and be highly enthusiastic.

The primary functions of this role are:

- Work with the Food & Beverage Director to execute banquet events.
- Set up the event including but not limited to tables, chairs, silverware and decorations.
- Lead the banquet staff in proper execution of the event including set up, break down and proper service.
- Complete the final payment with the host of the event if event planner is not onsite.
- Answer any of the hosts questions regarding the event if event planner is not onsite.
- Communicate with the kitchen to ensure proper timing with service.
- Assist banquet bartender in high volume times by preparing alcoholic or non-alcoholic beverages.
- Ensure we are following all health code guidelines.
- Maintain beverage inventory during events.
- Clean, sanitize and maintain all equipment used during the event.
- Participate in weekly Special Events meetings.



Qualifications/Necessary Knowledge, Skills, and Abilities:

- Demonstrates the ability to interact with the public and coworkers in a friendly, enthusiastic, and outgoing manner
- Requires the ability to bend, twist, crouch and stand to perform normal job functions
- Requires the ability to lift/push objects weighing over 40 lbs.
- Requires the ability to speak, read and comprehend instructions, short correspondence, and policy documents, as well as converse comfortably with customers.
- Cash Handling and Customer Service skills
- Current working knowledge of beer, wine and spirits
- Ability to multi-task and work in a busy environment
- The position will assist in managing all banquet staff
- The candidate must be well versed on all Liquor laws and have extensive experience.
- Prior management experience recommended.
- Weekend and night availability and their own transportation.

All applications should include a cover letter and resume.

Send to Mark Malkiewicz, Food & Beverage Manager, by email at foodandbev@montanainternational.us