



BANQUET CAPTAIN

Menlo Circus Club, Atherton, CA

The Menlo Circus Club is looking for a Banquet Captain to assist the food and beverage operation by ensuring all restaurants and banquet spaces are prepared for the day, staff provided direction, and to support the Dining Room Manager or Banquet Manager with assigned tasks but not limited to supervisory duties.

DUTIES & RESPONSIBILITIES:

- Review BEO's and staff assignments for the day with the Banquet Manager
- Check in with Banquet Manager for daily plan, tasks and assignments for the day
- Check in with Catering Manager for any last-minute changes and retrieve specials from Chef
- Review floor plans and diagrams to ensure banquet spaces and/or alternative spaces needed for F&B service are set to the prescribed floor plan
- In the event of a sick call, inform the Manager on duty and make the necessary changes to ensure service standards are met
- Walk the floor for deficiencies to ensure the rooms meets the Clubs standards of service
- Support Banquet Manager with pre-shift prior to the event
- Support the Beverage Supervisor with banquet bar and club event setup
- Ensure captain's table is set for other staff; help and facilitate room setup
- Support management with training and implementing new service standards
- Job will require taking or serving tables, running and/or bussing tables
- Assist with room setup and breakdown following a la carte service, banquet or club event
- When working a banquet event, will act as a liaison to the Catering Manager and host
- Ensure information pertaining to a banquet or club event is tracked for proper billing
- May be asked to train new employees; responsible for "signing off" on new employees prior to working alone

KNOWLEDGE, SKILLS & OTHER ABILITIES

- Extensive knowledge of all alcoholic beverages required to include intermediate wine knowledge
- Level I Sommelier Certification or higher preferred but not required
- Prior experience with programming on POS a plus
- Advanced working knowledge of service standards
- Ability to read, write and converse in English required