



## Cobblestone Creek Country Club



### Banquet Supervisor

#### **Job Summary:**

Cobblestone Creek Country Club is a private country club located 20 miles southeast of Rochester NY. We are looking for a hardworking, team oriented, dedicated banquet supervisor to work in a fine dining, private golf club setting. Responsible for supervising banquet functions for the club when the Banquet Manager is not available or assisting the Banquet Manager during functions. Also, responsible for assisting management in the supervision of service personnel to ensure that member and guest satisfaction and presentation standards are consistently attained. The Club is open year-round with busy a la carte and heavy banquet dining business during the summer months. We provide a great learning environment with a solid team vision!

#### **Responsibilities - Will include but not be limited to:**

- Under general supervision, coordinates and supervises catered events based on client specifications and documented in the Banquet Event Order.
- Collaborates with Food and Beverage Managers, Banquet Manager, Banquet Chef, and others to coordinate personnel requirements for private functions.
- Supervises and directs banquet staff during all phases of a catered event.
- Communicates expectations and service goals to staff effectively and regularly.
- Assists in the creation and implementation of employee incentives and morale-boosting programs.
- Assists in the development and execution of short- and long-term department goals.
- Coordinates food service between kitchen and banquet service staff.
- Inspects all linens daily for proper appearance.
- Assists with inventory of all banquet service ware, equipment, and supplies to meet required needs.
- Enforces established club rules, regulations, and policies.
- Prepares and reviews table diagrams, guest tables, and setup needs for special functions.
- Participates in or conducts pre-function meeting with Servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses.
- Ensures that all banquet staff are well-groomed and in proper uniform.
- Assists with training, supervising, scheduling, and evaluating of banquet service staff.
- Assures the neatness, cleanliness, and safety of all banquet areas.
- Interacts with banquet host or hostess to assure all needs are being met.
- Serves VIP guests when needed.
- Assures that state and local laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Analyzes situations requiring solutions accurately and adopts an effective plan of action.
- Notifies management of member and guest complaints.
- Oversees breakdown of event, including cleanup activities and securing the facilities.

- Completes an after-event Banquet Service Catering Report to improve quality and efficiency of banquet functions.
- Ensures that all appropriate charges are billed correctly to each event and forwarded to the Accounting Department.
- Attends Banquet Department meetings and confers with management to identify, plan, and develop methods and procedures to obtain greater efficiency.
- Performs other appropriate assignments made by the Banquet Manager.

**Responsibility Summary:**

Directly supervises the Banquet Servers, Bussers & Banquet Bartenders. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems within the workplace.

**Experience Required:**

Must have at least 2/3 years of banquet server experience.

Must have at least 1 year of supervisor/captain/management experience.

Country Club experience is a plus.

Food Safety Certification and TIPS Training are a plus.

**Work Schedule:**

25 – 30 hours per week, extended hours during the summer months.

Nights, weekends and some holiday availability are a must.

**Wage/Benefits:**

Competitive pay

**Please contact:**

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Event Manager

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Cobblestone Creek Country Club  
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