



**Position:** Banquet Captain

**Status:** Part Time/ Seasonal

**Type of Position:** Hourly

**Location:** Charleston Harbor Resort and Marina, 20 Patriots Point Road, Mt. Pleasant, SC 29464

**ESSENTIAL FUNCTIONS:**

- Help coordinate and complete set up and break down of events
  - Including but not limited to tables, chairs, serving equipment, cooking equipment, etc.
- Complete knowledge of resort of and hosted activities
  - Daily schedule of activities including in house groups
- Complete knowledge of tables / seats/ station numbers as provided by BEO
- Ability to complete pull sheets in preparation of function
  - Ability to delegate tasks in ensuring the completion of sets
  - Ability to act as a liaison between departments (Housekeeping, Engineering, etc.) in efforts leading up to an event
- Working knowledge of banquet services (meetings, special events, etc.)
- Proper table set up
- Ability to multi task and manage event(s) in a stressful environment
- Responsible for monitoring guest's needs while maintaining Leading Standards
- Complete assigned side work
  - Ability to lead staff in ensuring completion of set-up, execution, and break down
- Maintain safe and clean work environment
  - Ability to identify potential issues and correct them before they arise or promptly, if needed
- Ability to maintain proper time and temperature in regards to proper food handling
- Assist guests to event space, hotel facilities and outlets
- Ability to cross sell on-property outlets to guests
- Ability to operate a company vehicle to transport equipment to various on property event spaces

**REQUIRED SKILLS:**

- Valid driver's license with clean driver's record
- Ability to communicate in English
- Ability to complete basic mathematical calculations
- Similar banquet or restaurant experience preferred
- Ability to lift and carry 35lb
- Stand during 100% of shift, frequent bending and stooping

**POSITION REQUIREMENTS:**

**Education:** High School Graduate or Equivalent and Some College Preferred

**Experience:** Restaurant Experience, TIPS and ServSafe Preferred

**Licenses or Certificates:** Driver's License, ServSafe, TIPS

The preceding is an abbreviated description of the basic job duties for the *Banquet Captain* position at Charleston Harbor Resort & Marina. You may be called upon to perform other duties as well, as management sees fit and by no means are you limited to just the described duties.

