

# Travis Pointe Country Club

## **I. Position**

Banquet Supervisor

## **II. Related Titles**

Banquet Manager; Banquet Captain; Catering Supervisor

## **III. Job Summary (Essential Functions)**

Work directly with the Catering Account Executive upon booking of both member and non-member events to ensure proper setup and execution. Assure a high standard of appearance, hospitality and service in personnel and cleanliness of banquet rooms. Supervise banquet staff. Manage the timeline of each event to ensure all food and beverage needs and expectations are met.

## **IV. Job Tasks (Additional Responsibilities)**

1. Have an open and flexible schedule, knowing the work week will consist of up to 5 or 6 days of work. Hours will be mostly night and weekend shifts with the occasional morning responsibility
2. Under general supervision, coordinate and supervise events based on client specifications and documented in the Banquet Event Order
3. Working closely with the executive chef and catering service management to ensure flow of service
4. Produce floor plans for all events, as they relate to the Banquet Event Order
5. Assist in set up all member events, non-member events, golf outings, club events and pool parties (including the bar) and (buffets)
6. Supervise the setup of function rooms to include placement of linens, silver, china, and glassware according to event order specifications
7. Effectively and regularly communicate expectations and service goals to staff
8. Continue ongoing training program for service staff set by management
9. Conduct pre-function meeting with service staff to ensure smooth, efficient service; assign server stations and coordinate the timing of courses
10. Interact with banquet host or hostess to assure all needs are being met
11. Ensure the neatness, cleanliness and safety of banquet staff
12. Create side work sheets for the banquets
13. Inspecting function rooms and equipment prior to the functions for cleanliness, proper inventory and set up
14. Proactively resolve any guest problems and/or concerns to the best of your ability
15. Step in to assist whenever and wherever needed, ie: busing tables, bartending, serving, plate up in kitchen
16. Create food signs for buffets
17. Set up needed cash bars and closely monitor cash intake
18. Ring in all cash sales to Jonas the day of event
19. Direct staff in resetting of room for next event
20. Prepare coolers for tennis matches and run food to the tennis shop
21. Oversee member lunch service when scheduled
22. Assist with member dining when not responsible for banquet or catering event
23. Assumes closing manager role when assigned to do so: Responsible for club safety upon leaving via locking all doors and setting alarm

## **V. Reports to**

Catering Account Executive and/or Clubhouse Manager

## **VI. Supervises**

Banquet Food & Beverage Staff: Bartenders, Servers, Server Assistants, Food Runners

Please send resume, references, and cover letter to:

Troy Stieve, Clubhouse Manager  
tstieve@travispointe.com