



**Position Announcement:
Banquet Manager
Pensacola, Florida**

POSITION: Full Time Banquet Manager
REPORTS TO: Catering Event Sales Manager
FLSA STATUS: Full Time---Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Full Time Banquet Manager at the Pensacola Bay Center. The Banquet Manager is responsible by performing the duties listed below.

POSITION SUMMARY:

This position oversees all Banquet Functions to include, breakfasts, lunch, dinner, buffet, plated to include all reception events. All functions serving any food & beverage.

POSITION RESPONSIBILITIES:

Participates in hiring and training of all Servers
Maintaining labor costs to budgeted goals
Fulfilling the requirements of each sales order
Attend in-house event-related meetings and relays changes immediately with other departments
Maintaining all Banquet equipment, cleanliness, regular inventories and annual maintenance
Must be creative in designing buffets and event décor
Attention to detail and consistency in every aspect of service is a must
Position is very hands on with excessive interaction with clients during events
Ordering linen and maintaining uniforms
Coordinate event with bar captains
Schedule special event staff by following scheduling standards
Serve-Safe certified
Other duties as assigned

WORK CONTACTS:

Daily contact with the Food & Beverage Director, Catering Sales Event Manager and other employees.

PHYSICAL EFFORT:

This position requires considerable stooping, lifting, and moving equipment such as tables, chairs, and portable kitchen equipment.

WORKING CONDITIONS:

Works throughout the building to include offsite locations as required. Work week to include some nights, weekends and holidays.

MINIMUM REQUIREMENTS:

At least 2 years of management experience in a banquet facility servicing meals for large events
Must be able to lift 25 pounds overhead
Advanced oral and written communication skills
Strong orientation to customer service and ability to work with other staff members in the facility
Results oriented individual with the ability to meet required budgetary goals
Excellent organizational, planning, communication, and inter-personal skills
Ability to undertake and complete multiple tasks.
Computer skills to include programs
Serve-safe/Lead certified
Ability to be creative with buffet presentations and maintain a quality product
Attention to detail and service oriented

TO APPLY:

Send resume to:

Bridget Lewis
Pensacola Civic Center
201 E Gregory St
Pensacola, FL 32502

FAX: 850-432-1707

EMAIL: BLewis@smgpcola.com

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor.