



## CAREER OPPORTUNITY

### BANQUET MANAGER

#### PERMANENT FULL TIME WITH BENEFITS

#### WHO ARE WE?

Donaldald Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic, and dining facilities to our members and their families. We are located in central Toronto.

We are seeking a passionate self-motivated leader to join our Food & Beverage team as **Banquet Manager** of the Club. This position is **permanent full time with benefits** that must be able to work flexible shifts which include evenings, weekends, and holidays. This position provides the qualified candidate long term growth opportunities within a highly respected upscale private club.

If you are a passionate individual with leadership qualities and with an eye for detail, we would love to have you be a part of the Donaldald team! We are always seeking to explore and implement new trends offering our membership an exceptionally unforgettable dining experience every time they dine at the club.

Please "Apply Online" at [www.donaldaldclub.ca](http://www.donaldaldclub.ca) under the employment page and tell us how you can contribute to our team's success.

#### AN OVERVIEW OF WHAT YOU WILL DO

Reporting to the Food & Beverage Director, the Banquet Manager will assume responsibilities related to the casual, banquet and fine dining service functions at the club. Duties performed by the Banquet Manager include supervising, banquet and fine dining personnel, monitoring inventory levels and training dining room staff. As directed by the Club's policy and procedures, the Banquet Manager will also ensure member and guest satisfaction through outstanding food and beverage service and presentation. The incumbent is expected to have strong supervisory skills, organizational skills, attention to detail and be able to work under pressure and under strict time constraints.

- Work alongside with the Food & Beverage Director, Executive Chef, Catering Manager and other members of the management team to ensure implementation of fine dining, banquets and other F&B related functions
- Work with the Food & Beverage Director to develop staff service standards for all areas of the Club.
- Ensure service staff are properly trained, groomed, equipped and educated about the menu and beverages offered for all events to ensure superior service

- Supervise banquet captain and staff frequently to ensure proper service is provided to members and guests
- Ensure all opening and closing duties are assigned and correctly completed by service staff
- Acts as liaison between banquet service personnel and kitchen staff during private functions or formal dining
- Communication of necessary information to servers to ensure every aspect of the event is and will run smoothly including menu ingredients, beverage information, assigning sections and coordination of meal courses
- Undertake duties to ensure proper inventory of all banquets service equipment and supplies meet required needs
- Assumes the role of Head Waiter at special functions and perform duties including greeting and seating guests
- Schedule staff to functions to ensure that all functions are properly staffed in accordance with the approved banquet staffing schedule
- Assist in the recruitment, selection and supervision of staff who will be providing services to Members and guests.
- Execute regular inspections on all service areas and equipment to ensure a clean, safe and above standard environment for members, guests and staff
- Ensure that all appropriate charges are billed correctly to each event and are forwarded to the Food & Beverage Director for billing and posting
- Participate in scheduled staff and management meetings
- Perform other task and special projects that may arise in the Food and Beverage department or requested by the Food & Beverage Director

## **WHAT YOU WILL NEED**

- Degree or Certificate at a Post-secondary institution in F&B Management is preferred
- 5 - 7 years of experience in Banquet Service is required
- Minimum of 2 years in a supervisory position at a hotel or Private Club is required
- Wine Certification or Sommelier certification is an asset
- Smart Serve is required
- Computer skills: Highly proficient in Microsoft Office (Word, Excel and Outlook) and the use of the internet
- Minimum typing speed: 30-40 WPM
- Proficiency in JONAS program banquet module is an asset
- Must be able to work under pressure and under strict time constraints
- Ability to comprehend departmental accounting and budgetary processes, prepare, analyze and summarize event orders
- Must be flexible to work shifts – days, evenings, weekdays, weekends and holidays
- Well groomed, mannerly, team oriented and professional at all times.

## **WHAT WE OFFER**

- Medical/Pension benefits
- Paid sick day policy.
- Complimentary staff meals
- Complimentary parking
- Weekdays; evenings and weekends as required.
- NOT a remote working position

## **COVID-19 CONSIDERATIONS:**

All staff will be provided the necessary PPE including face masks, hand sanitizer and equipment disinfectants. In addition, signage has been posted throughout the Clubhouse and hand sanitizer has been provided at all entry points.

**Applicants who do not already have legal permission to work in Canada will not be considered**

*Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.*