Banquet & Events Captain

1754 House is searching for an experienced Banquet & Events Captain to help run events from start to finish. Advancement opportunities available for the right fit.

As a Banquet & Events Captain you are responsible for managing the setup of events, running flawless events according to 1754 House Event standards, communicating with the kitchen and managers, maintaining banquet equipment and décor, monitoring event staff before, during, and after events, and prioritizing guest quality and safety.

Banquet Captain Responsibilities

Managing the setup of events:

* Accurately read floorplans
* Set according to 1754 House event standards
* Preparation of event details
* Preparation of necessary kitchen items or other items to be used during events
* Moving tables, chairs, and other furniture safely and efficiently

Running events:

* Being available prior to events for day-of setup details
* Welcoming client and guests upon arrival
* Communicating with the managers, event staff, bartenders, and kitchen of all event timing
* Efficiently clearing tables for additional courses
* Maintaining an organized workspace
* Understanding event timing needs
* Ensure all safety procedures are adhered to

Additional duties:

* Clean, organize, and maintain all banquet equipment, utensils, vessels, and furniture
* Send end-of-shift event report to Event Manager nightly
* Additional tasks may be assigned by Event Manager on ongoing basis
* Additional tasks may be assigned by Inn Manager and Executive Chef on ongoing basis
* During seasons or weeks with less events, Banquet & Event Captain may be provided hours as a busser/runner, hostess, server, dishwasher, or bartender as needed

Banquet Captain Requirements

* High School diploma or GED
* Minimum of 2 years in banquet and event service, preferably as a captain
* Excellent leadership and organizational skills
* Great time management ability
* The ability to provide excellent customer service even in stressful situations
* Willingness to work long hours, weekends, and holidays
* The ability to lift, carry, and move equipment safely