



JOB POSTING

Position Title: Banquet Captain

Date of Notice: March 7, 2022
Job Location: The Glen Club in Glenview, IL
Start Date: Immediate
Reports to: F&B Managers
Send Applications to: Omar Lopez via email to olopez@kempersports.com

Property Description:

Located in the north side Chicago suburb of Glenview, The Glen Club is a world-class daily fee golf club with corporate memberships. The facility includes a Tom Fazio-designed golf course and a 50,000 sq. ft. clubhouse that houses a golf shop, locker rooms, a full-service restaurant, spacious banquet facilities, 21 overnight guest accommodations, the Illinois Golf Hall of Fame, Korn Ferry Golf Tour event and is the home of the Illinois Section of the PGA.

Position Summary:

This position is responsible for providing excellent service and a professional environment during a banquet event

Essential Duties and Responsibilities:

- Meet with Food & Beverage Manager prior to the event to go over specifics of the event
- Make sure that set-up and tear down of all banquet events is according to the BEO (Banquet Event Order)
- Set tables and chairs according to Club standards
- Assist with complete set up and breakdown of the banquet area
- Have open communication with the Executive Chef or Sous Chef in regards to timing or if any changes need to be made
- Relay important information about orders, allergies, and special requests to the appropriate person
- Respond urgently and appropriately to any concerns
- Present the final check to the contact person at the end of the evening. Give a copy to the contact and have a copy signed for our records.
- Complete a Captain's Report at the end of the evening. Be thorough and detailed
- Have a friendly and professional attitude when interacting with clients and their guests
- Check that Banquet Servers and Bartenders are on time and in proper uniform
- Uphold a positive work environment with managers and fellow employees
- Arrive to work in proper uniform and ready to begin scheduled shift on time
- Make sure that all equipment and banquet supplies are returned cleaned and in their proper place
- Maintain the cleanliness and appearance of all banquet rooms before, during, and after events
- Proper handling of all food and beverage products
- Make sure that servers complete assigned side work throughout the scheduled shift
- Attend Staff Meetings and Training Seminars
- Comply to the safety regulations set forth by the club Safety Committee

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- Adhere to all company policies
- Lock the banquet rooms at the conclusion of the event

Qualifications

- Most importantly must have a positive attitude and work well with others
- Must be able to move at least 30 pounds
- Must be able to provide proof of legal residency
- Must be able to read, write and speak English
- Must have 2 years of Banquet Server experience. Prior management experience is preferred

Classification:

Full Time, Hourly, Non- Exempt

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