

## **POSITION DESCRIPTION**

**Position Title:** Assistant Event Coordinator

**Department:** Country Club

**Reports To:** Banquet and Events Manager

### **POSITION SUMMARY**

Assistant Event Coordinator will assist in the oversight of all banquet operations at the property. This includes working closely with clients from the time they book, to their properly executed event. The Assistant Event Coordinator will apply all of their experience and knowledge to assuring that the wants and needs of guests are consistently met and/or exceeded.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

It must be recognized that all specific duties cannot be listed and that responsibilities will change accordingly as the need arises. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists the Banquet and Events Manager in the following:

- Daily management of the Banquet and Events Department
- Banquet and event sales
- Scheduling meetings with clients
- Responding to client inquiries using proficient phone and email etiquette
- Ordering essential products for banquets and food/beverage department
- Assisting in creating new and exciting ways to improve marketing strategies
- Banquet set-up and breakdown of tables, decorations, equipment, serving areas, and related activities in an accurate and timely manner
- Ensure satisfaction by communicating with the client throughout the event regarding any changes, substitutions or special requests; assisting banquet staff throughout the event as needed (refilling drinks, delivering food, bussing tables, etc.); and following up with host at the conclusion of event
- Supervises and develops bartender, beverage cart driver, host/hostess, snack bar attendant and other employees in the front of the house Food and Beverage Department
- Daily oversight of food and beverage accounting procedures
- Quality assurance, guest service and training of all employees
- Uphold company food and beverage policies
- Planning and coordination of special events and functions
- Responsible for overall guest satisfaction
- Ensure all employees are conducting themselves in a professional manner
- Ensure full compliance with the Department of Health regulations
- Complies with applicable health, alcoholic beverage, fire and other local/state laws
- Closing procedures and appropriate cash handling practices
- Performs other duties as assigned by Banquet and Events Manager

## **REQUIREMENTS**

- Perform all duties and responsibilities in a timely and efficient manner in accordance with established Club policies, procedures, and standards of service to achieve the overall objectives of this position
- Maintain privacy of our Members at all times
- Must have 1-3 years of related experience in food and beverage or banquet and events management
- High school diploma – food and beverage education a plus
- Must be comfortable working one on one with clients
- Must be able to work efficiently on a team as well as independently
- Must be able to problem solve effectively in a stressful environment
- Must be proficient in the use of Microsoft Word, Excel, Outlook, and PowerPoint
- Knowledge of pertinent health regulations and liquor laws
- Must have food and beverage/a la carte and banquet experience
- Must have proven management experience
- Must have strong business aptitude
- Must have strong service orientation
- Must possess excellent written and verbal communication skills
- Must be highly organized, efficient and detail-oriented
- Must have exceptional interpersonal skills
- Maintain a clean and neat appearance at all times
- Ability to work well under pressure in a fast-paced environment
- Ability to work nights, weekends and holidays as needed

## **PHYSICAL DEMANDS**

Must possess manual dexterity sufficient to safely use equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversation distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift from the floor up to 25 lbs. unassisted, and up to 50 lbs. with assistance; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to make valid judgments and decisions

## **WORK ENVIRONMENT**

Working environment is mainly indoors. Bending, crouching, or kneeling, reaching in all directions for prolonged periods of time. Physical mobility sufficient to move about the work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Team Members holding this position will be required to perform any other job-related duties as requested. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.