



INTERNAL JOB OPPORTUNITY

Banquet Manager Grande Prairie, AB

POSITION SUMMARY:

- Meets with guests to arrange all the details of their function
- Suggests and plans menu options with customers, creating options to suit their needs and budgets
- Coordinates with the banquet chef to ensure meals are prepared according to spec.
- Greet the customers in the function room on the day of the event to ensure that all elements of the function contract have been adhered to
- See that all meeting rooms are clean, set up according to customers request and ready on time
- Supervise all functions in the Banquet Department, and assists when necessary
- Schedule banquet staff according to banquet business levels
- Get change and verify banquet cash floats

SKILLS, ABILITIES & QUALIFICATIONS:

- A minimum of 3 years of experience in Food & Beverage in a supervisory capacity
- Customer service oriented, with a strong desire to exceed guest expectations
- A strong understanding of menu planning and food costs
- A proven history of attention to detail
- The ability to handle difficult situations, difficult guests, and accommodate special requests, and changing specifications
- A knowledge of how to prepare function contracts and banquet billings

Hours of Work: Shift Work	Rate of Pay: TBA	Number of Positions: 1
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If you are interested in the above position, please submit your resume to:

Karl Schaefer – General Manager
Best Western Grande Prairie
E:mail – gm@bestwesterngrandeprairie.com
Fax: 780-402-8036

Deadline for Applications: Friday, July 11, 2008