

# NOW HIRING

## BANQUET CAPTAIN

### JOB DESCRIPTION

The Banquet Captain plays a key leadership role in ensuring the seamless execution of private events, weddings, and member functions at our prestigious country club. This individual acts as a liaison between the Club, the Catering Team, and external vendors, upholding the highest standards of service, professionalism, and club aesthetics. The Banquet Captain must demonstrate a deep understanding of event logistics and a proactive approach to safety, facility maintenance, and member satisfaction.

### EVENT EXECUTION & OVERSIGHT:

- Display extensive knowledge of each event's logistics, including timeline, guest count, and vendor schedules.
- Maintain consistent communication with the Catering Team to stay informed of any updates or changes.
- Direct vendors to designated locations as per the Banquet Event Order (BEO).
- Communicate professionally and courteously with all vendors to represent the Club's service standards.
- Regulate loading/unloading and vendor parking per Club's Vendor SOPs.
- Monitor vendor areas for appearance and tidiness to uphold Club prestige.
- Supervise electrical needs and equipment setups/removals to prevent liability issues.
- Ensure vendor meals and beverages are distributed as indicated on the BEO.
- Perform post-event walkthroughs to assess any property damage and file appropriate incident reports.
- Execute comprehensive end-of-event closing procedures to reduce liability and safeguard club property.

### MEMBER EVENT ENGAGEMENT:

- Support select member events, connecting personally with members to build strong rapport.
- Capable of using Jonas POS system to manage event orders when Catering Managers are unavailable.
- Provide leadership support in the absence of Banquet Managers.

### EVENT SETUP & TEAM SUPPORT:

- May assume role of Setup Captain, ensuring all event areas are restored post-event and equipment is stored properly.
- Monitor and assist in maintaining table and chair inventories.
- Bartend or serve at large-scale events, as needed.
- Independently manage small-scale member events (e.g., cooking classes, meetings, private luncheons).

## FACILITY MAINTENANCE RESPONSIBILITIES:

- Conduct daily walkthroughs of the loading dock, exterior, and interior event spaces to ensure cleanliness and readiness.
- Promptly report any maintenance issues via the Club's internal distribution system.

## SAFETY RESPONSIBILITIES:

- Adhere to all Club safety protocols and operational training programs.
- Report safety hazards or concerns immediately to management.
- Immediately report any workplace injuries or incidents.
- Take personal responsibility for upholding a safe work environment at all times.

## QUALIFICATIONS & REQUIREMENTS:

- Proven leadership and supervisory experience in high-end hospitality or private clubs preferred.
- Strong knowledge of Microsoft Outlook, Word, and Excel.
- Experience with Jonas POS or similar event management systems a plus.
- Ability to interact with members and guests in a gracious, polished, and professional manner.
- Diplomatic team player who can effectively foster positive relationships with vendors, members, and colleagues.
- Exceptional organizational, time management, and communication skills.
- Flexible schedule, including evenings, weekends, and holidays as required by event calendar.

**This is a hands-on role suited for a motivated, service-oriented professional who takes pride in delivering flawless events and upholding the prestigious reputation of our Club.**

## BENEFITS

- 401(k) 6% Match
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

## APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at [ajaramillo@bellacollina.com](mailto:ajaramillo@bellacollina.com)