



IVYWILD EVENTS BANQUET CAPTAIN

Reports to: Ivywild Events Manager

This is a part-time position.

JOB RESPONSIBILITIES:

The Banquet Captain will assist management in maintaining the private event spaces, ensure that all event functions are successful, promote positive guest and employee relations, and maintain the high standards set forth by Ivywild Events, the Blue Star Group and Bristol Brewing Company.

JOB DUTIES:

- Oversees the hiring of staff and scheduling for events, allowing enough time for setup, while ensuring payroll for each event is cost effective for Ivywild Events.
- Supervises and assists during setup, service, and breakdown of events, directing and delegating duties to the event staff.
- Maintains direct communication with client during event functions, completing or delegating all special requests.
- Conducts training sessions and disciplinary meetings with event staff when necessary.
- Maintains the quality of appearance of the private event spaces.
- Checks all event spaces to ensure all rooms are set-up to the department specifications.
- Secures all event rooms, if closing, ensuring the completion of all check lists by staff.
- Maintains all banquet and event equipment and keeps equipment organized in storage areas.
- Completes required event paperwork, including liquor counts, pre- and post-event checklists, and BEO forms.
- Orders items for event inventory and for special requirements, including linens, chairs, and liquor, between Saturday and Monday of each week.
- Attends all F&B, BEO and special events meetings as directed by the Ivywild Events Manager.
- Interacts professionally and effectively with all departments across the Ivywild School.



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SKILLS AND QUALIFICATIONS:

- Degree in hospitality management, communications or relevant field is preferred. High School Diploma or equivalent required.
- Experience in banquet, convention, or event planning preferred.
- Responsible Alcohol Serving / ServSafe Certificates preferred.
- Good physical endurance, especially with stairs. Ability to lift 50 lbs.
- Good math skills and computer literacy. Access to a computer.
- Excellent relationship management skills.
- Knowledge of basic recruitment and training skills.
- Strong organizational and time management skills.
- Outstanding communication and negotiation ability.
- Strong memory and recall.
- Able to handle stress and remain calm and positive.
- Excellent problem-solving skills.
- Ability to work from oral and/or written instructions and plan work without direct supervision.
- Ability to read, write and speak the English language.
- Must have a valid Motor Vehicle license, have a valid Motor Vehicle Review at the time of interview and maintain a clean driving record throughout employment.

WORK SCHEDULE/HOURS:

The ideal candidate will be flexible as needed for events outside of normal business hours. Must be available for nights and weekends, including but not limited to, one 4-hour day shift (preferred Monday or Tuesday) and availability of Wednesday- Sundays Evenings. Average of 20 hours a week.

PAY/REVIEW:

Pay will be based on experience and a review after 90 days.

INTERESTED APPLICANTS:

If interested, please email Kristen Ezakovich (events@ivywildschool.com) with your resume, availability and a little bit about yourself and why you're interested in joining our team.