

BANQUET CAPTAIN & BEVERAGE CAPTAIN

Job Code:	TEPA	Reports To:	Operations Managers
Department: Status:	Operations 2 Part Time Positions: 1 Beverage Captain, 1 Banquet Captain	Posting Date:	November 30th, 2011
Essential Functions:	<ul style="list-style-type: none">▪ Know and comply with all ARAMARK and client policies and procedures regarding safety, security, and emergencies.• Responsible for the set-up, execution and breakdown of all service events.• Responsible for daily consumptions reports.• Complete all pre-meal sheets for all events and table assignments for sit down events.• Supervision of employees, assigning breaks.• Assist with accurate inventory count on a scheduled basis.• Maintain an accurate accounting system to match all purchase orders to invoices.• Ensure the maintenance, order and cleanliness of storage room.▪ Provide courteous guest service by responding promptly and efficiently to inquiries, requests and complaints.▪ Liaison between clients and other internal departments.• Flexible schedule is necessary to coincide with events.		
Required Training:	<ul style="list-style-type: none">• Orientation to include: AODA Training, Anti Harassment/Violence Training, Cultural Awareness• Health and Safety Training• Safe STEP• TEAM Alcohol Training• Smart Serve• FOCUS on Customer Service		

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

