

Job Posting

Banquet Host | White Pines Golf Club**DESCRIPTION**

The Banquet Host manages events to ensure a high quality and execution of service and products at banquets. The Host should have excellent customer service skills, attention for detail and be able to perform in a fast paced environment. The Host is a liaison that assists in making sure customer's expectations are met and that events are successful.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Thoroughly supervise all aspects for banquet; set-up, service and breakdown
- Delegates job assignments to banquet staff
- Adheres to health and safety regulations
- Coordinates timing for event
- Must excel in customer service
- Enforces Park District and facility policies
- Perform additional duties as required

QUALIFICATIONS

- Must be 21 years of age
- Possess a BASSETT and Food Handlers Certification (or obtain within 30 days of hire)
- At least 1 year of previous hospitality, banquet service and/or customer service

JOB STATUS Part-time **DEPARTMENT** White Pines Golf Club Banquets

FSLA STATUS Non-Exempt **SALARY** \$14.00 to \$18.00 per hour, based on experience

HOURS Evenings, daytime, weekdays, weekends and holidays – varied

HOW TO APPLY Send resume to: banquets@whitepinesgolf.com or apply in person at White Pines GC Banquet Office Monday-Friday 9:00-5:00 or Saturday 9:00-3:00.