Oki Golf Job Description – Assistant Banquet Manager

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

As the Assistant Banquet Manager you will be responsible and accountable for the proactive leadership, direction and support of the banquet team. Additional responsibilities include, but are not limited to: cost controls, inventory, event management, scheduling, room set up and all details as outlined in an event BEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Oversee the setup and follow through of banquet events.
* Exercise a strong knowledge of the facility and specific event expectations.
* Provide clear instructions to other banquet team members.
* Ensure appropriate staff is available and scheduled to support the event host on the day of event. Remain available to offer additional support as needed.
* Work closely with the catering team and ensure event execution is per guest’s expectations.
* Manage scheduling, inventory, labor management, evaluations.
* Provide clear and timely feedback regarding coaching & counseling of team members.
* Give clear directions to fellow team members and maintain a professional, energetic work environment.
* Direct and organize the team members involved in event execution.
* Responsible for daily labor management.
* Responsible for inventory controls

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Excellent analytical, organizational, interpersonal and communication skills – both written and verbal.
* Able to work well under pressure and balance multiple priorities and assignments.
* Proven capabilities to lead and manage people and processes in a dynamic and changing environment.
* Strong team-building skills including the ability to lead, cooperate, motivate, and contribute as part of a team with representatives from multiple disciplines.
* Three (3) to five (5) years of related experience and/or training; or equivalent combination of education and experience.
* Ability to work individually, as well as in a team environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
* Have the ability to lift up to 50 pounds occasionally.
* May include outdoor work and exposure to related weather conditions to include but not limited to: sunshine, wind, rain, warm & cool temperatures.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:

(35 hrs. + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30 hrs. + per week) may be eligible for:

* Medical/Telehealth Coverage
* FSA options

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*