Oki Golf Job Description – Banquet Captain

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 Banquet Captain, you will be responsible and accountable for the proactive leadership, direction and support of the banquet team through the management of fundamental activities necessary to carry out the function as dictated by the banquet event order.

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.
* Provide assistance in the initial stages of inquiries regarding events.
* Provide full support to the event host on the day of the event.
* Have a thorough understanding and working knowledge of all banquet menu items to include but not limited to: pricing, descriptions, ingredients and preparations.
* Work closely with the Banquet Manager and ensure his/her instructions are followed.
* Give clear directions to fellow team members involved in event execution.
* Work directly with the event supervisor throughout the function.
* Assist the Food and Beverage team.
* Assist the Tournament Coordinator.
* Be able to work mornings, evenings, weekends and holidays as business demands.
* Adjust staffing levels based on business needs.
* Provide perspective on ways to minimize costs or increase potential profits through day-to-day activities.
* Act as a cost conscious employee when making decisions that could impact the financial success of the organization from one event to the next.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Excellent analytical, organizational, interpersonal and communication skills - both written and verbal.
* Must possess a strong eye for detail to ensure tasks are completed efficiently and according to specifications.
* 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.
* Must be adaptive, flexible and empathetic.
* Must be responsive to customer needs in an efficient and professional manner.
* Able to provide immediate, proactive and sound decisions when dealing with guest needs.
* Strong team-building skills including the ability to lead, cooperate, motivate, and contribute as part of a team with representatives from multiple disciplines.
* Must be willing to assist team members in daily responsibilities to drive processes that support the business.
* Committed to learning, personal growth, continual process improvement and staff/team development.
* Must be comfortable working in a fast paced environment where continuous improvement is expected.
* Three to five years of related experience and/or training; or equivalent combination of education and experience.
* Ability to learn new tasks quickly and be self-motivated
* Excellent communication and organizational skills
* Ability to work individually, as well as in a team environment
* Ability to effectively present information and respond to questions from team members, guests and suppliers.
* Ability to calculate figures and amounts such as discounts, interest, commissions, portions and percentages.

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 50 pounds occasionally
* May include outdoor work and exposure to related weather conditions to include, but not limited to: sunshine, wind, rain, warm and cool temperatures.

BENEFITS AND PERKS:

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

(35+ hrs/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/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.*