

**Orchard Park Country Club
Job Description**

Job Title: Banquet Sales Coordinator

Exempt:	Salary Level:
Shift:	Department: Banquets
Location:	
Employee:	
Reports to: Chef/Clubhouse Manager	

Prepared by: General Manager
Approved by:

Summary:

The Banquet Sales Coordinator direct the activities associated with the following functions:

- a) Banquets
- b) Special Events
- c) Other duties as assigned by the General Manager

Essential Duties and Responsibilities include the following.

1. Sales Coordinator – See attached.
2. Dining Room Visibility – When time permits, be visible in the general dining areas (without any direct supervisory responsibilities). Member relations and visibility are critical success areas.
3. Other Duties – The General Manager will assign other miscellaneous duties from time to time. (Example: covering for vacations of Restaurant Manager, etc.)

SALES COORDENATOR FUNCTIONS

Coordinate the initial booking of (blocking), then plan all arrangements for Clubhouse Banquets, meetings, receptions, breakfast groups, luncheons, dinner parties and related parties.

Duties and Responsibilities

1. Coordinate the reserving of appropriate function space for appropriate days and time slots.
2. Process paperwork for approval where appropriate (Grill room party approvals, etc.).
3. Discuss and plan all arrangements regarding functions with host. Be available for appointments.
4. Send members (and related) a written confirmation of the arrangements that have been discussed. Receive deposits where necessary.
5. Semi-annually update banquet menu information (coordinate costing with the Chef).
 - a. Maintain up-to-date food and beverage cost information and banquet menu costing/pricing.
 - b. Keep Chef and General Manager informed of guest feedback impacting banquet menu offerings and pricing.
6. Insure the smooth distribution of banquet event information to all necessary OPCC Departments, Chef, and Banquet captains at weekly meetings. Coordinate these weekly meetings date and time.
7. Contact previous year(s) bookings to generate repeat bookings.
8. Contact all function planners following each event to insure (member) satisfaction.
9. Generate ideas to tastefully (and within OPCC House Rules/Bylaws) promote increased member related utilization of Clubhouse space for the above stated functions.

SPECIAL EVENT FUNCTIONS

Basic Function

Coordinate the initial blocking of, then plan all appropriate arrangements for OPCC special events (mostly Clubhouse oriented), including golf and other sports related social function responsibilities.

Duties and Responsibilities

NOTE:

1. Work closely with the General Manager and Entertainment Committee to provide an interesting variety of social events.
2. Promote events in all possible, but appropriate ways (OPCC Rules, traditions).
3. Maintain thorough “post function” reports (member satisfaction, food/beverage consumed, labor, lessons learned etc.). Outline for next year’s function.
4. Give special attention to reserving function space for “annual OPCC events in addition to reserving entertainment/related for these events well in advance. At least one year.

Duties and Responsibilities

1. Conduct catering meeting (weekly) and work closely with the Chef and line supervisors to ensure that the banquet functions run in an efficient manner.
2. Organize and supervise the banquet captains and staff.
3. Schedule staff according to banquet functions.
4. Make sure all safety rules have been followed and take care of emergency situations that may occur on the floor.
5. Interview and hire whenever it seems necessary with General Manager’s approval.
6. Plan and execute training programs regularly along with Clubhouse manager.
7. Supervise all delegated duties to make certain they are being done in the manner which ensures the success of banquet department.
8. Review banquet prospects for the day to make sure that all the proper arrangements have been made.
9. Check all banquet bars, table settings, buffet tables to ensure all arrangements have been made.
10. Control the quality and quantity of food and beverage. Communication of cover counts to Chef is critical.

Duties and Responsibilities Continued

11. Ensure the banquet functions are run in an efficient manner and that proper service is offered at all times.
12. Ensure the proper usage of supplies and equipment. In coordination with Chef and Banquet Manager ensure cleanliness, care, maintenance and proper storage of all banquet and service ware, including chafers, trays, platters, mirrors, and other display pieces. Proper care and cleaning is a priority.
13. Work closely with the Chef and Clubhouse Manager for banquet food and supplies.
14. Issue and account for all guest checks. Ensure their proper account and price. Responsible for banquet and member event billing accuracy.
15. Along with Clubhouse Manager, ensure and control proper usage and handling of liquor by bartenders.
16. Check all full and empty bottles of liquor returned from banquets against banquet function sheet to make sure all bottles are accounted for.
17. Report any issues on a banquet function report, explain in detail the sales, number of guests, guest comments, etc.
18. To assist General Manager in other matters or work areas as requested.
19. Monitor the condition of the Club. Report to General Manager Areas needing cleaning or repair in ballroom or with banquet equipment.
20. Ensure that appropriate function room, buffet, individual table setting, decorations, are either purchased or created to OPCC caliber.
21. Keep the rough "post function" reports (member satisfaction, food/beverage consumed, labor, lessons learned etc.).