

# **Atrium Hospitality**

## **Banquet Captain**

To plan the serving details for banquet functions. Guide, direct, and motivate banquet staff.

### **Responsibilities**

- Directs setting up for tables correctly and uniformly in assigned area using
- Clean, pressed linen
- Clean, unspotted silverware
- Clean china with no chips or cracks
- Clean, unspotted glassware
- Confirm the table complements (salt and pepper, sugar, breadbaskets, etc.) have been properly cleaned and filled
- Plans the serving order and orchestrates its completion in a timely, quiet and courteous manner
- Ensures the waiters and waitresses are ready to serve the meal when its prepared
- Set-ups, serves and/or breaks down coffee breaks, receptions, other special functions as assigned
- Performs any other job-related duties as assigned.

### **Minimum Requirements**

- At least one year of banquet food service experience required
- Previous customer service experience required
- High school diploma or equivalent preferred
- Knowledge of various food service styles

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