



**Title:** Banquet Manager  
**Position Reports to:** Director of Food & Beverage  
**Salary:** \$24 per hour, gratuity and incentives  
**Employment:** Seasonal

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** As a banquet manager, you will liaise with the banquet sales director, Food and Beverage Manager and the Executive Chef to meet guest expectations. Your duties will include controlling the cost and quality of services, preparing the venue, and coordinating the service of meals.

**Qualifications & Requirements:**

- Accredited certificate or diploma in catering, culinary arts, hospitality, or similar.
- Bachelor's degree in hospitality and culinary arts preferred.
- 3-5 years of experience in banquet management, or similar.
- Proficiency in catering management software.
- Exceptional ability to plan banquets, manage budgets, and meet deadlines.
- Experience in supervising banquet venue staff.
- Ability to collaborate with Banquet Sales Directors and Head Chefs.
- Extensive knowledge of catering equipment and venue requirements.
- In-depth knowledge of hospitality industry best practices.
- Excellent interpersonal and communication skills.
- Ability to focus attention on guest needs, remaining calm and courteous at all times
- Keen eye for detail, innovative and interested in creating a 5-star experience

**Responsibilities:**

- Achievement of budgeted food sales, beverage sales and labour costs.
- Achieve maximum profitability and over-all success by controlling costs and quality of service.
- Control of Banquet china, cutlery, glassware, linen and equipment.
- Completion of weekly schedules. Schedule staff as necessary to ensure adequate and consistent levels of service.
- To supervise and co-ordinate daily operation of meeting/banquet set-ups and service.
- Following of proper purchasing and requisitioning procedures.
- Maintain records for inventory, labour cost, food cost etc.
- Attendance and participation of weekly F & B meeting and Department Head meeting.
- Development and maintenance of all department control procedures.
- Development and maintenance of department manual.
- Supervision of weekly schedules. Schedule staff as necessary to ensure adequate and consistent levels of service
- Supervision of Banquet Bar Requisitions.
- Following of proper purchasing and requisitioning procedures.
- Be available to Hotel Staff at all times
- Consistent check of Banquet Food and Beverage quality, Banquet services and Plate presentation.
- Quality of meeting room set-up.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



- Liaise on an on-going basis with the Food and Beverage Manager to ensure all guest needs and requirements will be met.
- Dealing with guest complaints.
- Staff attitude and appearance.
- Teamwork/Relations with co-workers and management.
- Staff is properly trained.
- Inspection of Meeting Room prior to guest arrival ensuring that guest specifications have been met.
- Participation towards overall Hotel Maintenance and cleanliness.
- Effective communication skills.
- Staff training and development.
- Personal development and growth.
- Discipline of Personnel when required.
- Trains and performance manages Front of house employees to exceed guest expectations
- Assures the cleanliness and orderliness of the Outlets and Banquet Operation premises by all staff.
- Continuously conducts staff training to improve service levels

**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

**Our benefits include:**

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products and Activities
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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