

**Job Title:** Wedding and Events Maître d'

**Reports to:** Wedding and Event Senior Sales Manager

## **Summary of Position:**

Blue Mountain Resort is seeking a Maître d' who will assist the Day of Coordinator in supervising the banquet team while personally assisting in the physical set up and breakdown of banquet rooms.

*Are you a Banquet Captain or strong Server looking to enhance your skills? Already a Maître d' but looking for more opportunity. THIS IS THE JOB FOR YOU!*

## **Duties & Responsibilities:**

Include but are not limited to:

- Establish and maintain positive employee relations, encourage teamwork among all departments and actively participate in motivating staff.
- Ability to prioritize, plan organize and delegate.
- Ability to work effectively under time constraints and deadlines.
- Have a thorough knowledge of all Banquet Employee's job descriptions
- Handle any questions, concerns or comments brought upon by a host or guest day-of.
- Maintain open channels of communication to all departments.
- Oversee and ensure that the information noted on the BEO is executed.
- Greet the bride and groom, and additional family members as needed, prior to function, make an introduction and ensure that all arrangements are agreeable.
- Direct servers on the timing of service throughout the event.
- Constantly monitor staff performance in all phases of service and job functions, ensuring that all procedures are carried out to departmental standards.
- Direct and assist with the final breakdown and reset for next event. Ensure all equipment is returned to proper storage locations and all personal items are packed appropriately for client.
- Follow up each event by completing an event recap and emailing to Wedding and Events team.

## **Requirements**

Include but are not limited to:

- At least 1 years' experience as an Event Coordinator/Maître d'/head banquet server.

### **Working Conditions/Physical Requirements**

- Must function calmly and professionally in a fast-paced environment.
- Must be able to bend, stoop and perform extensive walking.
- Must be able to lift and carry tables, chairs, equipment and food service trays weighing 35+ pounds.

### **Work Schedule**

- Due to the cyclical nature of the hospitality industry, associates may be required to work varying schedules to reflect the business needs of the venue.
- **Must be available Friday / Saturday / Sunday**

03/2019