COMPANY NAME: Lodge on the Desert

JOB TITLE: Banquet Manager / Assistant Restaurant Manager (Dual Role)

JOB DESCRIPTION:

• Must possess strong organizational and communication skills.
• Open availability- willing to work a flexible schedule of weekdays, weekends, and Holidays as needed.
• Establishes and maintains positive, professional relationships with clients through effective, timely and reliable communication.
• Schedules, coordinates, and provides performance feedback/performance reviews to team.
• Obtains necessary information to ensure efficient event planning and client satisfaction, including meeting setups, food and beverage specifications, AV requirements, transportation, billing, etc.
• Enhances sales efforts by encouraging repeat business and upselling.
• Communicates with Food & Beverage Manager Inventory items needed for Banquets.
• Submits payroll for staff before deadline each pay period.
• Conducts all hiring for the Banquet staff and assists with hiring Restaurant Staff if needed.
• Oversees all aspects of front of house service for the restaurant & banquets.
• Work with Food and Beverage Manager to promote staff cross training and increase efficiency.
• Individual will be expected to assist in an Assistant Restaurant Manager capacity, when not immediately working Banquet(s).

SALARY: $45,000-48,000/year

APPLICATION QUALIFICATIONS:

• 2+ years’ experience in a Banquet leadership role at a hotel, or similar environment (i.e., Hospitality)
• The ability to solve practical problems when only limited standardization exists.
• Must possess strong negotiation skills and strong customer relations skills.
• Strong computer skills: Knowledge of Microsoft Office with emphasis on Outlook, Excel and Word.
• Must be able to lift a minimum of 40 lbs and be on their feet for extended periods of time (8-10 hrs)
• Ideal candidate should be detail-oriented and be able to execute/fulfill tasks set forth in Banquet Event Orders while meeting & EXCEEDING guest expectations.

HOW TO APPLY: https://us62e2.dayforcehcm.com/CandidatePortal/en-US/chi/Posting/View/21522

DATE: 6/28/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:
Auxiliary aids and services are available upon request to individuals with disabilities