

**University Of Massachusetts Club  
One Beacon Street – FL32  
Boston, MA 02108**

The University of Massachusetts Club is a private social club for alumni, faculty, staff and friends of the UMass system - Amherst, Boston, Dartmouth, Lowell and the Medical School. You can find us on the top of Boston's Beacon Hill right next to the State House on the 32nd floor of One Beacon.

The University of Massachusetts Club is open for breakfast, lunch and dinner Monday through Friday, and dinner on Saturday's. We have a beautiful modern facility that features a 14-seat bar with an accompanying soft seating lounge area that can accommodate upwards of 100 guests, a 95 seat Grille Room, and Banquet facilities for up to 450. Our Club offers the best skyline views in the city of Boston. We are conveniently located on the 32<sup>nd</sup> floor of One Beacon Street.

**BANQUET MANAGER**

Education/Experience: 2 - year college degree or equivalent training and work experience.

A minimum of 5 years of Banquet Management experience with a proven track record of executing top level events including weddings, bar mitzvahs, corporate fundraisers, etc.

Must be able to work independently and as a member of a team.

Demonstrated strong leadership and staff management skills.

The ability to work evenings, weekends and holidays is required.

Bilingual preferred but not required.

**I. Position**

Banquet Manager

**II. Related Titles**

Events Manager

**III. Job Summary**

In charge of the banquet service function in the club. Supervise banquet service personnel to assure member and guest satisfaction through proper food and beverage service and presentation. Maximize the club's profitability from the catering function.

**IV. Job Tasks (Duties):**

1. Works with the General Manager, Events Sales team, Banquet Chef and others to schedule/coordinate personnel requirements for private functions
2. Develops detailed plans for each catered event in conjunction with the club's function committee (General Manager, Food and Beverage Director, Executive Chef, Events Sales team, Banquet Chef, Bar Manager and Controller, as necessary)
3. Serves as liaison between banquet service personnel and other staff members on the club's function committee
4. Diagrams buffet tables, guest tables and other function room set-up needs for special events
5. Holds pre-function meeting with servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses
6. Ensures that all banquet staff are well-groomed and in proper uniform (including name tags)

7. Assists with on-going sales efforts for group and local function business
8. Assists in the preparation of the marketing plan and annual budget to increase the profitability of the banquet operation; monitors performance against budgets; recommends corrective actions as necessary to help assure that budget goals are met
9. Assures proper inventory of all banquet service equipment and supplies to meet required needs
10. Acts as Head Waiter at special, private functions and may greet and seat guests as necessary
11. Handles member and guest complaints
12. Hires, trains, supervises and evaluates banquet service staff
13. Regularly inspects all front- and back-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance and other standards for the department are met
14. Assures that all functions are properly staffed in accordance with the approved banquet staffing schedule
15. Assures the neatness, cleanliness and safety of all banquet areas
16. Participates in scheduled staff and management meetings
17. Assumes Closing Manager and/or Manager on Duty (MOD) responsibilities when assigned
18. Conducts after-event evaluations to improve quality and efficiency of banquet functions
19. Ensures that all appropriate charges are billed correctly to each event and forwarded to the accounting department for billing
20. Recommends advertising
21. Plans professional development and training activities for staff
22. Performs other tasks as requested by the General Manager

**V. Reports to**  
General Manager

**VI. Supervises**  
Banquet Captain  
Service Staff Personnel

**JOB VALUE/COMPENSATION:**

Full-time, year-round salaried position. Compensation is commensurate with candidate qualifications. Typically, a 5-day work week with at least one weekend day off per week. A comprehensive benefits package to be offered consists of medical, dental, and STD. Paid holidays, sick/personal time, two weeks' vacation (after completion of first year, as employee will need to accrue time), 401K plan. Must be available to work weekends and holidays.

Interested candidates should submit their resume and cover letter to the General Manager, Dave Eichstaedt @ [deichstaedt@umassclub.com](mailto:deichstaedt@umassclub.com)