



The David A. Straz, Jr. Center for the Performing Arts (the "Straz Center"), is seeking to fill the position of **Banquet Captain**.

The **Banquet Captain** is responsible for the execution of catering functions through the supervision of the catering staff and execution of designated tasks while maintaining the highest standards. He/she is also responsible for ensuring the completion of all pre/post event duties and assisting the Banquet manager with additional assigned duties.

### **Duties and Responsibilities:**

- Oversee all banquet functions from origination to execution including the delegation of responsibilities
- Supervise, direct and train all banquet personnel
- Ensure the proper set up of the banquet rooms in accordance with event diagrams including tables, chairs, linens, audiovisual, food, and any additional needs specific to the event
- Hands on approach to all aspects of an event
- Assist in the coordination of additional arrangements in planning such as rental of tables, video, audio equipment, event equipment and linen
- Responsible for all food, beverage and service procedures
- Coordinates and supervises the execution of all banquet functions to ensure clients' specifications are adhered to and that the function runs smoothly
- Oversee the proper uniform appearance of the catering team
- Responsible for the efficiency and productivity of the catering team
- Review and understand all necessary information prior to the event with the Banquet Manager on the most up-to-date Banquet Event Orders (BEO) and execute accordingly
- Confirm all event information on the BEO with the client prior to the event
- Monitor the client's needs throughout the event and communicate any changes to the proper departments including but not limited to the culinary, beverage, security, house management, and catering sales.
- Develop a sense of accuracy and urgency with the catering team
- Understand the function of all Straz Center departments
- Understand how the events outside of Food and Beverage (F&B) function and their impact F&B operations

## **EDUCATION/TRAINING**

High School diploma or equivalent and/or experience in a comparable facility or related field preferred

## **SKILLS/EXPERIENCE**

- At least 3 years previous banquet experience preferred but not required
- Management or supervisory experience required
- Aloha or Micros and CaterEase experience preferred but not required

**For consideration, please submit a resume to Human Resources by e-mail: [hr@strazcenter.org](mailto:hr@strazcenter.org); or by fax to 813.202.1577 or by regular mail to P.O. Box 518 Tampa FL 33601- 0518. No Third Parties please.**

For more information on the our company, please visit [www.strazcenter.org](http://www.strazcenter.org)

*The David A. Straz, Jr. Center for the Performing Arts is an Equal Opportunity Employer.*

*M/V/D/F encouraged to apply.*