



## BANQUETING SUPERVISOR X 2

### ***PRIMARY JOB PURPOSE***

To supervise the daily operation of the Banqueting Department. Maintaining the set standards of corporate, private and member function service at all times.

### ***KEY RESPONSIBILITIES***

- In the absence of the Duty Managers, manage the daily operations of Banqueting.
- Ensure staff are on duty as rostered, allocated to their stations, professionally dressed and well-groomed, and prepared (pens, order pads, waiters' friends, etc.).
- Allocate waiters according to the needs of the banqueting department.
- Ensure all equipment, furniture, and fittings are in perfect working condition, e.g., menus, condiments, table numbers, cutlery, crockery, glassware, etc.; and take appropriate action to remedy if not.
- Hold daily briefings with staff before shift to discuss event details, stock shortages, etc.
- Ensure that members and their guests are warmly welcomed, assisted with seating if required, give prompt, attentive, and unobtrusive service at all times.
- Assist the Duty Managers to monitor the quality and presentation of all food items and liaise with Chefs to ensure the same.
- Run daily checks on the barmen stock takes and communicate discrepancies with the Duty Managers.
- Conduct all stock takes and equipment inventory with the Duty Managers as required.
- Check all internal beverage and food stock orders, issues and transfers requested by the banqueting department according to Club policy.
- Manage stock levels of all Operating Equipment and ensure proper handling and storage at all times.
- Assist the Banqueting Manager with staff rosters and ensure staffing levels are in line with business levels.
- Liaise with Senior Sous Chef to ensure effective co-operation, harmony, productivity, and a positive attitude within the working environment.
- Be proactive in encouraging teamwork, co-operation, harmony, productivity, and a positive attitude within the working environment.
- Provide on-the-job training to staff on a consistent basis striving to improve the standards of service.
- Monitor staff performance closely and discuss any challenges with Duty Managers.
- Communicate any maintenance needs with Duty Managers/F&B Managers.
- Communicate any IT (computer) issues with IT manager/Admin Manager immediately.

- Check all banqueting areas are compliant with Health and Safety requirements.
- Be able to work in any F&B area when requested by management.
- Attend meetings and training sessions as required.
- At all times promote and follow legal responsibilities and requirements associated with responsible service of alcohol (i.e. service of alcohol to underage persons).
- Cash up at end of shift according to Club procedures
- Sign off duty at shift end and ensure the Banqueting area is tidy and all stock secured.
- Comply with all food and beverage regulations.

## **PERSONAL ATTRIBUTES & SKILLS**

- Strong communication skills (written and verbal).
- Ability to establish and maintain excellent relationships with members, guests, and staff.
- Ability to demonstrate highest level of professionalism, work ethic and positive attitude to all members, guest, and staff.
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Ability to make quick decisions.

## **MINIMUM / PREVIOUS EXPERIENCE**

- Supervisory experience (an advantage).
- Experience working on Jonas.
- Computer literate (MS Word, Excel, Outlook)

## **QUALIFICATION**

- Minimum Matric/ Grade 12 Certificate
- Tertiary Qualification (Preferred)

## **PROPERTY**

- Woodmead

**APPLY NOW!**

## **APPLICATION PROCESS:**

Interested applicants must complete the application form and submit it along with their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) no later than **22<sup>nd</sup> May 2026**.