



## University Golf Club Banquet Manager

*The following are the overall job duties for this role but are not limited to.*

### SUMMARY

The Banquet Manager is responsible for directly overseeing the service staff in facilities to include the Banquet Rooms, Patios, and any other applicable On-Course or Clubhouse F&B services. They directly lead the banquet and events department ensuring the highest level of service by overseeing all aspects of event service and service staff during operating hours, while working in a clean and safe environment, and efficiently executing and achieving all departmental goals. They will support the Food and Beverage Manager and Events Team and to act as the point of contact and leader of the department when the Managers are off site.

The Banquet Manager will report to the UGC Food & Beverage Manager and Events & Catering Manager with a commitment to teamwork and a focus on achieving the department's overall vision and goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Manages service aspects in specific food and beverage assigned areas and operations and acknowledges, greets and thanks all staff and guests
- Directly oversees the management of all events and banquets to ensure proper room preparation, execution, and clean up
- Focuses on tasks centered on supporting the overall vision of the department including building policies and procedures, tracking results, analyzing data, and supporting direct reports
- Creates and supports systems that enable effective recruitment, training, and orientation for new and returning staff
- Directly leads and is directly involved in hiring and scheduling all event and banquet staff
- Directly supervises Banquet staff ensuring all club and departmental policies are adhered to including uniforms, opening/closing procedures, codes of conduct, cleaning schedules, and operational systems
- Communicates effectively with all staff members
- Evaluates and supervises performance and carries out disciplinary action as needed, in accordance with the Club's policies and applicable laws
- Completes and administers employee performance appraisals
- Coaches staff members when an area is identified that needs improvement
- Empowers staff to take initiative to drive sales and repeat business
- Attends and participates in weekly leadership meetings
- Ensures compliance with licensing, hygiene and health and safety legislation/guidelines
- Protects Club, staff, and guests by training staff in and adhering to all safety, sanitation, food preparation, food storage and beverage control policies including confirming legal drinking age and discontinuing service to intoxicated guests
- Assists in conducting monthly beverage inventories while establishing and ensuring all inventory control policies are created, executed, and adhered to
- Controls costs of all food and beverage outlets by assisting, as requested, in purchasing, maintaining effective profit and loss controls and monitoring labour costs following demand patterns, budget and local labour laws



- **APPLICATION PROCESS:** Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to [KCliff@universitygolf.com](mailto:KCliff@universitygolf.com). While we thank all candidates for their interest, only select individuals will be contacted for follow-up. Deadline for applications: March 6<sup>th</sup>, 2026