**Banquet Manager**: The Pittsburgh Golf Club

* TPGC is looking for a qualified Banquet Manager to assist in the coordination and implementation of all banquets and club events.
* Position reports to the clubs Event Manager.
* Applicants must have of a minimum of 3 – 5 years fine dining/banquet experience with strong references. Private Club or Five Star Hotel/Resort experience preferred.
* Must be available nights, weekends, and holidays.
* Position available immediately.

**Job Summary**

Responsible for management of banquet service in the manner most pleasing to members and their guests. Assures a high standard of appearance, hospitality and service in personnel and cleanliness of banquet areas. Supervises and trains banquet and dining room staff; manages within budgetary restraints.

**Job Tasks**

1. Assists Events Manager in coordinating all member/non-member events.

2. Plans room set-up based upon anticipated guest counts and client needs in cooperation with the Events Manager.

3. Prepares all areas of the club for banquets including linens and table set-ups.

4. Carefully supervises to help assure proper service.

5. Inspects banquet employees to ensure that they are always in proper and clean uniforms.

6. Hires, trains and supervises banquet staff in collaboration with the Food and Beverage Manager.

7. Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, etc.

8. Receives and handles complaints concerning food, beverages or service.

9. Serves as liaison between the banquets and kitchen staffs.

10. Assures that all side work is accomplished, and all cleaning of equipment and storage areas is completed according to schedule.

11. Directs pre-meal meetings with banquet personnel. Relays information and policy changes and briefs personnel.

12. Assures the correct appearance, cleanliness and proper set-up of the dining rooms. Checks the maintenance of all equipment in the dining room and reports deficiencies.

13. Assists the Event Manger, when needed, in arranging food and beverage plans with the members and guests. Completes service orders as needed.

14. Serves as Closing Manager based on schedule created by the GM.

Send resume and references to:

The Pittsburgh Golf Club

Daniel J. Brennan, CCM/CCE

5280 Northumberland Street

Pittsburgh, PA 15217

Or

Email: [dbrennan@thepittsburghgolfclub.com](mailto:dbrennan@thepittsburghgolfclub.com)

NO PHONE CALLS PLEASE