



ELEGANTÉ CUISINE

Catering & Event Planning

PURPOSE:

The banquet captain is responsible for assigning staff members to specific tasks and delegating properly to ensure the room is in its entirety for the event prior to the guest's arrival.

The banquet captain is to ensure that any and all food and beverage items are served correctly; adhering to the standards set out by the venue and noting any special requests & instructions, set out on the Banquet Event Order for the event. The banquet captain must maintain constant communication with the Executive Chef, alerting him or her of any changes in the schedule of service, challenges or adverse comments that may arise during the service of an event.

The Event Captain ensures that safety and sanitation codes along with proper serving procedures are being executed according to our service manual.

The banquet captain must also maintain constant communication with the client during the event, and must resolve any issues or problems in a professional and efficient manner.

The banquet captain is responsible for filling out all relevant & applicable paperwork correctly, including the event summary report and the staff sign in sheet. They are also responsible for performing other related duties as assigned or requested by supervisors/managers.

POLICY:

- 2 years of captain experience