



Title: Banquet & Event Captain

Property: Chambers Bay

Property Description:

Chambers Bay, host of the 2010 U.S. Amateur, 2015 U.S. Open, 2021 U.S. Amateur Four-Ball, and 2022 U.S. Women's Amateur Championships, is Washington State's golf masterpiece – a unique tribute to the historic links of Scotland and Ireland. With the Puget Sound providing a serene backdrop, this breathtaking layout winds through a stunning coastal setting, among windswept dunes and native grasses. The Chambers Bay Grill serves the best the Pacific Northwest has to offer. With 50 indoors seats and a the regions-best westward-facing patio that seats 70, the Chambers Bay Grill is one of the most popular spots in the south sound region for both golfers and local diners. Our culinary team also supports wedding and banquets with our seasonal event space that seats up to 250. For additional information regarding Chambers Bay and photos, please visit our website at www.chambersbaygolf.com.

Job Description – Banquet & Event Captain

Position Description:

This position is responsible for providing excellent service and a professional environment during a banquet event and directly supervises all banquet staff. Hires, trains and supervises subordinates.

Essential Duties And Responsibilities:

(Other duties may be assigned.)

- Meet with Director of Food, Beverage, & Events prior to the event to ensure all of the event details and plans are set and ready for execution.
- Make sure that set-up and tear down of all banquet events is according to the BEO (Banquet Event Order) including but not limited to all of the tables, chairs, ceremony space, and bars.
- Have open communication with the Executive Chef or Banquet Sous Chef in regards to timing or if any changes need to be made
- Ensure the event has been processed through the point of sale system at the end of the event.
- Complete a thorough and detailed Captain's Report at the end of the evening recapping the event.
- Introduce yourself to the contact person prior to the event.
- Have a friendly and professional attitude when interacting with clients and their guests.
- Check that Banquet Servers and Bartenders are on time and in proper uniform.
- Uphold a positive work environment with managers and fellow employees.
- Make sure that all equipment and banquet supplies is inventoried and are returned cleaned and in their proper place.



- Maintain the cleanliness and appearance of all banquet rooms before, during, and after events.
- Proper handling of all food and beverage products.
- Attend Staff Meetings, Safety Meetings, and Training Seminars

Qualifications:

- High school required. College degree preferred.
- 2 years applicable functional experience in banquet or catering operations. Prior management experience is preferred.
- Must possess a strong eye for detail to ensure tasks are completed efficiently and according to specifications.
- Able to work well under pressure and balance multiple priorities and assignments.
- Must be adaptive, flexible, and empathetic.
- Must be responsive to customer needs in an efficient and professional manner.
- Able to provide immediate, proactive, and sound decisions when dealing with guest needs.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Must be able to provide proof of legal residency.
- Have a valid State-certified health card and/or Serve Safe certified as well as Class 12 MAST certified or the ability to obtain them within a week of hire.
- Candidates will be required to pass background checks before they can be hired.

Supervises:

Banquet team.

Working Conditions:

Work hours may include days and evenings on weekdays and weekends. Work both indoors and outdoors in a restaurant/catering space environment. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals, and solvents on a daily basis.

Machine/Equipment/Tools Used:

Food service equipment, utensils, serving utensils, golf carts

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.



- Give and/or follow verbal and written instructions
- Visually inspect all work areas
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 8 hours at a time
- Lift up to 50 lbs

Classification:

Full-time, Non-Seasonal, Hourly, Non-Exempt

Compensation:

\$18.00-20.00 per hour + event service charges based on number of hours worked

Job Benefits:

- The benefits package includes various insurance plans, including medical insurance, dental insurance, life insurance, short-term and long-term disability insurance, accidental death and dismemberment insurance, and workers' compensation insurance.
 - Benefits that KemperSports purchases from third parties, such as insurance carriers, are subject to eligibility requirements. In order to qualify, each staffer must meet the specific eligibility requirements for each such benefit.
 - Some of these plans are provided entirely at KemperSports' expense, while others are offered on a voluntary basis where staffers and KemperSports share the expense. Staffers who meet plan eligibility requirements and who choose to enroll in any of the voluntary benefit plans, can contribute their cost through a pre-tax deduction taken directly from their bi-weekly paychecks.
- 401 (k) plan with a 25% matching on 5% of deferral available one (1) year from the date of hire (minimum 1,000 worked hours).
- Accrued paid vacation based on years of service available for use after the 90th day of employment.
- Accrued paid sick time based on years of service available for use after the 90th day of employment.
- Paid Holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day) available after the 90th day of employment.
- Complimentary golf at Chambers Bay and Lake Spanaway golf courses (restrictions apply).
- Employee Discount on merchandise and food and beverage (restrictions apply and discounts may vary).