

Banquet Coordinator Job Description

- Receive and filter all information from answering general radio dispatching and all office telephone lines to ensure the right information is sent to the appropriate staff; also ensure follow-up
- Ensure all event orders are in the BEO book and prepared for work week and to do the schedule by double checking 10-day with the BEO book
- Make changes to logs and event orders correctly based on email, etc. and effect necessary modifications to staffing, and make sure to accurately transfer all information
- Keep all files current, including reader files, personnel requisitions and employee posters, status changes, vacation, termination paperwork, leave (such as medical leave) open positions, gratuity posting, and purchase order checkbook
- Keep all banquet department memos, reports, and correspondence up to date and current; distribute assignments and log them, including employee and departmental files; perform filing of daily BEOs, resumes, and audit checks
- Perform ordering of special needs for managers and supplies for the department
- Perform data entry and create required templates, documents, and forms
- Keep BEO book safe and organized before going for the meeting; go through the BEO distributions as required daily
- Attend committee meetings on BEO, safety, and resume issues
- Ensure the Director of Banquets calendar is kept safe
- Produce reports such as time saver reports, incident reports, documentation, and other reports on staff as necessary
- Create clients' requests, including food, wine, [beverage](#), directional and door signage, menus and tents, table numbers, etc.

- Ensure effective coordination of communication with other departments in the company
- Ensure completion of all assigned tasks for the day by checking off the office logbook; assign closing duties to captain
- Maintain sign in/out forms; produce timesaver reports; maintain information of employees, and perform payroll adjustments
- Perform weekly update of Man Hours per cover records
- Take new hires through the department and provide them all relevant information relating to their position, as well as direct them on important department rules and guidelines to adhere to
- Responsible for making daily function orders for banquet manager, director of F&B, captains, supervisors, beverage, and coffee breaks
- Write next day's functions on a board, including names of all servers.