Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Banquet Coordinator Assistant
DEPARTMENT: Food & Beverage

STATUS: Full-time
SHIFT: Days/Swings
RATE: $14.70 p/hr + *Gratuity*

REPORTS TO: F&B Director/ Banquet Coordinator
SUPERVISES: Banquet staff

JOB SUMMARY: Responsible for assisting the banquet staff, bar staff, operations, and guests of banquet experiences at events. Ensures that banquet operations run smoothly, and prioritizing the comfort and safety of our guests. Possess strong leadership skills and be able to manage multiple steams of information. Remain calm in highly stressful situations and demonstrate excellent time management and organizational skills. This position also includes audio visual set-up and may be required to provide dedicated AV services during events.

ESSENTIAL JOB FUNCTIONS:

- Setting up events with the layout and logistics of the event per the Banquet Event Order (BEO).
- Create aesthetically pleasing presentations, work well with department managers.
- Be an exceptional "people person", keep all employees aware of scheduled events.
- Handling of equipment for function set-up and tear down.
- Set-up of AV equipment, running AV checks.
- Welcoming guests upon their arrival and assisting them where needed.
- Ensuring that the venue and facilities remain neat and clean.
- Ensuring that all applicable safety regulations are communicated and adhered to.
- Assist with set-up, tear down and serving as needed.
- Assist with cleaning and polishing of glasses and silverware.
- Assist with making centerpieces and flower arrangements, etc., as needed
- Computer literate with in depth of knowledge of MS Excel and Word required.
- Assist with any duties as assigned by the Banquet Coordinator.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- Previous banquet/server experience a plus
- Great time management and multi-tasking abilities.
- Excellent written and verbal communication skills.
- The ability to provide an excellent level of customer service, even in stressful situations.
- Willingness to work long hours, irregular shifts, and on weekends evenings, and holidays.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand/sit for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Must stand and walk 45% of work time and sitting 80% of work time.
- Lifting requirements in excess of 25 lbs. or greater 'repetitive' and carrying up to 15 lbs.
- Must have ability to work in a fast-paced environment and flexibility to change direction/focus when needed.
- Enjoy working in a team environment.

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.