



City of Twinsburg

BANQUET & RESTAURANT SERVICES CONSULTANT

DEPARTMENT: City of Twinsburg - Gleneagles Golf Course
IMMEDIATE SUPERVISOR: Mayor
POSITIONS SUPERVISED: Restaurant and Banquet Center staff
STATUS: Consultant – Part Time

Summary

A banquet center and restaurant is currently being constructed at Gleneagles Golf Club and is scheduled to be open early next summer. This position will start as a part time consulting role assisting the City with planning, booking events, ordering equipment, and hiring staff as construction progresses. This role may evolve into managing and directing all event, food, and beverage services and operations when the facility is fully operational in 2018.

TO APPLY FOR THIS POSITION, DO NOT CLICK ON 'APPLY' ON PREVIOUS PAGE, BUT RATHER PLEASE [SUBMIT DETAILED RESUME TO: HR@TWINSBURG.OH.US](mailto:HR@TWINSBURG.OH.US)
Please include a comprehensive description of your **banquet center and restaurant management** experience.

Essential Duties

- Sells, books, plans and coordinates a wide variety of banquet and restaurant events and activities
- Assists the City with the selection of an Executive Chef and restaurant staffing including bartenders and front of the house and back of the house employees
- Assists the City with the selection of caterer(s) to ensure a variety of high quality menu options for catered events
- Works closely with the Executive Chef and/or caterer(s) to create menus, order food, supplies, equipment, and décor necessary for the both the banquet center and the restaurant
- Works closely with the Gleneagles Manger to coordinate food and beverage services for golf outings and other golf-related events
- Develops a marketing campaign and sales presentations for the facility using printed and electronic communications
- Arranges and hosts tours of the facility to promote sales
- Ensures that all financial reporting is maintained and accurate billing for each event/meeting is accurately reported

- Develops an annual budget for the facility and follows the budget in a fiscally responsible manner; Controls costs to help maximize profitability
- Ensures that the facility is clean and safe for employees, guests, and vendors at all times
- Ensures that food handling standards are fully compliant with local, state and federal laws
- Ensures that alcohol service is fully compliant with local, state and federal laws
- Assists with matters involving contracts and insurance coverage
- Coordinates plans and activities with the catering agencies for all banquet events to ensure that all clients' specifications are met
- Interacts with catering clients throughout the planning process to assure an excellent overall experience
- Regularly monitors competition (rates, services, facilities) and makes recommendations as needed to ensure that our facility maintains market position.
- Inspects finished set-ups and arrangements at the facility and at all large events to ensure compliance with client's needs
- Is physically present for larger events to ensure customer satisfaction and to facilitate an overall excellent experience
- Complies with all City policies and ordinances

Qualifications

- Must be eligible to work in the United States
- Must have **strong experience** in a food services management role and a proven track record in **banquet Sales experience and restaurant management**
- Bachelor's degree and/or appropriate combination of education and work experience to facilitate on-the-job effectiveness
- Strong Front of the House and Back of the House restaurant operations experience
- Strong Catering operations experience
- Must be highly reliable with an ability and willingness to work a variety of shifts and be available as business demands require
- Exceptional computer skills including MS Office and banquet management software
- Proven ability to work effectively with all levels of staff and management; Ability to promote and participate in team environment concepts
- Self-starter who can work independently and on several tasks/projects simultaneously, and who can contribute to functional areas of the business outside of the finance area
- Ability to communicate effectively both orally and in writing
- Ability to respectfully and professionally deal with disgruntled customers, employees, vendors
- Initiative in identifying and resolving problems timely and effectively
- Must have unwavering and exceptional service delivery standards
- Valid driver's license for retrieval and transport of equipment for off-site events

PHYSICAL REQUIREMENTS

- Must be able to stand and exert well-paced mobility for periods up to five hours in length. Frequently required to speak, hear, see, stand, walk, and taste, and smell

- Must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds
- Regularly required to use hands and fingers to handle and feel objects, equipment, and controls; reach with hands and arms; talk and hear effectively
- Occasionally required to sit, climb and balance, stoop, kneel, crouch and crawl

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment will vary depending on the activity. The restaurant and banquet center will be typical of those found in those types of settings.

The individual will sometime work near hot kitchen equipment, sharp cutting equipment and moving mechanical parts.

The work can be stressful and the environment may be hectic at times.

The noise level in the work environment is usually moderate.