

# BANQUETING CO-ORDINATOR

***Job Title:***

Banqueting Co-ordinator

***Place of Work:***

A hotel or club

***Scope and General Purpose:***

To liaise with all clients, ascertaining their requirements and co-ordinating these needs to ensure the successful execution of the function.

***Responsible to:***

Banqueting Manager

***Responsible for:***

No one - unless this is a dual function of co-ordinator and assistant manager

***Liaises with:***

Back of the house staff

Housekeeper

Head Chef

***Limits of Authority:***

To be agreed

***Main Duties:***

- To discuss the function with a client, ascertaining and noting his/her exact needs.
- To show the client the various facilities available, advising and discussing the merits of the various options.
- To advise and discuss the choice of menus.
- To advise and discuss alcoholic and non-alcoholic beverage requirements.
- To advise and discuss table plans.
- To ascertain what entertainment, if any, is required.
- To ascertain what table appointments, e.g. flowers, are required.
- To confirm the availability of the facilities required.
- To monitor and control provisional and confirmed function bookings and ensure that no double bookings occur.
- To confirm all details in writing to the guest.
- To up-date status board and advise all departments once confirmation of the function is received, normally under the banqueting manager's signature.
- To assist the banqueting manager during the function.
- To be constantly aware of new business opportunities and action these.

- To be available to conference organisers at all times during a conference.
- To ensure the cleanliness of all conference and function rooms.
- To ensure that all necessary stationery requirements are in place.
- To ensure that all the equipment requested is in position and in working order, particularly audio and sound systems.
- To ensure that water jugs, glasses and refreshments are replenished at regular intervals.
- To ensure that the requested refreshments are served timeously.