

The Club at New Seabury

Food & Beverage

Banquet Chef



Position Overview

Responsible for food production needed for banquet functions and private parties. Accountable for all food costs for banquet functions. Supervise production personnel used for banquet events. Assist Sous Chef with Executive Chef's responsibilities during the latter's absence.

Essential Duties & Responsibilities:

- Manages food production including menu planning, costing, execution and employee supervision for banquet functions including holiday buffets, Sunday brunch and other special occasions.
- When requested, assists with production of daily specials for restaurants.
- Assists in the hiring, training and ongoing supervision including scheduling of all employees involved with banquet food production.
- Assists or relieves the Sous Chef whenever reduced banquet volume allows.
- Serves on the Banquet Function Committee to assist in the planning of food-related aspects of each special event.
- Establishes and adheres to food cost goals for banquet functions; takes corrective action as necessary to help assure that financial goals are attained.
- Attends departmental staff meetings.
- Assures that food quality standards and pre-determined costs are attained on all banquet functions.
- Sets-up plating line for functions and assists with plating duties.
- Performs other special, ad hoc duties as requested by the Executive Chef.
- Performs such other duties as may be assigned by the Company at its discretion from time to time.

Special Requirements:

- Responsible for consistent use of safe work practices by all banquet staff.
- Understands and consistently follows food safety practices.
- Establishes and maintains professional standards of conduct and appearance.
- Assists in preparing and interpreting the banquet event order (BEO).
- Possess strong interpersonal, written and oral communication skills.
- Knowledge of and ability to perform required role during emergency situations.
- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.
- Food safety certification.