



# MERIDIAN

RESTAURANT & BAR AT HEADLANDS

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## BANQUET CAPTAIN

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### Position Summary

The Banquet Captain will be responsible for the set up and execution of events to include all service during the event. You will work with Restaurant GM to collaborate on equipment and service needs. The Banquet Captain oversees any additional service staff and works closely with restaurant management and Group Sales to ensure satisfaction of groups in all service areas. The Banquet Captain will serve as PIC and acting restaurant Supervisor when not executing his/her banquet responsibilities. They execute banquet activities with a goal of ensuring that guests have a favorable event experience.

### About Us

Headlands Coastal Lodge and Spa is a luxury retreat catering to adventure-seekers and the active Pacific NW lifestyle. Meridian seats 40 in the main dining area and an additional 16 at the open bar. Bar seating also serves as a chef's table, with food prepared table-side. The restaurant has views of the ocean and features a double-sided glass fireplace with custom plastering reminiscent of the sandstone cliffs of Cape Kiwanda. A unique indoor patio lounge overlooking the ocean offers accordion-style windows that open completely to let even more of the ocean air in. Private dining options are available for groups.

### What You Will Do

- Oversee all aspects of assigned banquet function activities, ensuring that food counters are properly set and ready for execution at the appointed time.
- He or she supervises setup and cleanup, as well as helps ensure the food service flows smoothly.

- Monitor banquet rooms to enforce cleanliness, presentation, and meeting client needs.
- After the party, the captain supervises and participates in breakdown and cleanup duties and any necessary setup work for the next group to use the facility.
- Resolves guests' concerns, inquiries, and complaints.

### Keys to Success

- Ability to communicate with chefs, stewards, and managers about immediate and forecast problems.
- Possesses an extensive knowledge of food preparation and service.
- Demonstrates the ability to solve problems and delegate tasks.
- Manage operations for preparation, execution, and clean-up of banquets.

### Nice to Have

- Associates degree in hospitality or food service
- At least three years of professional experience as a food services manager.
- High school diploma.

### What's in it For You

Paid time off, medical benefits, 401K, AND you get to work in Pacific City! Our location appeals to those who like small towns and enjoy the outdoors. We have miles of beaches to explore, trails to hike, oceans to surf and kayak, and fish to be caught!

**Must be able to work nights, weekends and holidays.**

**Must be able to lift a minimum of 50 lbs.**

**Must be able to stand for long periods of time.**

## TO APPLY

If you think you are eligible for this position, please submit a **resume** and **cover letter** to [KristaT@kiwandahospitality.com](mailto:KristaT@kiwandahospitality.com). In the subject line, please include "Job Application:," your name, and position you're applying for (Ex: Job Application: John Smith for General Manager).

To see more job openings go to [HeadlandsLodge.com/Careers](http://HeadlandsLodge.com/Careers)