
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB DESCRIPTION**

POSTED: JUNE 15, 2017 DEADLINE: UNTIL FILLED

POSITION: Banquet Coordinator
DEPARTMENT: Food and Beverage
LOCATION: Resort
SUPERVISOR: Director of Food and Beverage
EMPLOYMENT: Full-Time/Part-Time
PAY RATE: Pay Grade 8 (\$10.00 - \$13.07 per/hr. D.O.E.)

DESCRIPTION:

Responsible for the all customer and employee related operation in the banquet department, complying with the Company's policies and procedures while ensuring efficient operations of banquets. Handle all incoming inquires of banquet events. Coordinate banquet activity within the casino with the appropriate departments.

RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Respond to all inquiries pertaining to banquets.
- Submit weekly group booking schedule to appropriate departments.
- Have weekly meetings with Food & Beverage Director and the Hotel Manager.
- Maintain contact with all incoming groups. Develop a follow-up plan with all past banquet groups.
- Communication of all events on a daily basis or within weekly BEO meetings.
- Create lay outs and floor plans of up and coming events.
- Provide room blocks to the front desk along with delivering guests needs at check-in and check out.
- Must be able to partner with all departments and create smart plans for road mapping the future event of old and new business.

- Must be able to create a banquet event order.
- Must be able to see event thru the start to the finish depending on type of event.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- Ability to communicate effectively orally, and in writing is required.
- Knowledge of work processing and computer input and retrieval is desired.
- Ability to work independently and establish work priorities as required.
- Attention to detail and accuracy is required.
- Must be willing and able to work any shift including splits, evenings, weekends and holidays according to established procedures.
- Must be extremely organized and manage a calendar of events.
- Must pass background checks and other pre-employment screenings.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

PREFERRED QUALIFICATIONS:

- One (1) to six (6) months experience in a related job

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Tribal Council: February 21, 2017