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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**  
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913

**JOB DESCRIPTION**

**POSTED: JUNE 15, 2017 DEADLINE: UNTIL FILLED**

**POSITION:** Banquet Sales

**DEPARTMENT:** Food and Beverage

**LOCATION:** Resort

**SUPERVISOR:** Director of Food and Beverage

**EMPLOYMENT:** Full-Time/Part-Time

**PAY RATE:** Pay Grade 9 (\$11.00 - \$14.59 per/hr. D.O.E.)

**DESCRIPTION:**

Is responsible for solicitation of new clients pertaining to banquets and events. Direct sell Banquet/Event Orders. Responsible for convention technical equipment rentals, production, administration and billing. Develop and maintain database of new and existing clients. Recognize that employees have certain personal responsibilities, which affect the operational efficiency of the Casino.

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Plan, develop, implement, maintain, monitor, evaluate, and follow-up on all Banquet/Events Orders.
- Maintain a Banquet/Event Orders file management system.
- Effectively communicate bookings weekly with other departments through oral, visual, and written communication.
- Monitor profitability and performance of Banquet/Event Orders using various databases for analytical and reporting purposes.
- Assist with implementing public relations programs, sales promotions, events and tradeshows.
- Listen and communicate effectively with other employees and our patrons.

- 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:**

- A High School Diploma or General Education Degree (GED)
- Skill in the use of office equipment (calculator, computer, etc.) is required.
- Demonstrated proficiency in computer software applications is required (Microsoft Office Products Word and Excel are required.
- Must have good communication and writing skills.
- Ability to relate well with the public.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work internally and externally, which may include a smoking environment.
- Must pass background checks and other pre-employment screenings.
- Must be able to receive and maintain a Gaming License.

### **PREFERRED QUALIFICATIONS:**

*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**