



Banquet Manager

The Buffalo Niagara Convention Center has an immediate position available for a Banquet Manager. Workdays and hours vary. Must have the ability to work flexible schedules, including weekends. Candidate should have prior experience in a high volume banquet environment. Competitive salary and benefits offered. No phone calls please. No walk in interviews conducted. Apply at www.indeed.com. Potential applicants will be contacted to arrange an interview.

Responsibilities include but are not limited to:

- Hiring, developing and supervising the activities of the servers, bartenders and concession workers.
- Staff scheduling, payroll, ongoing training and evaluation.
- Assist in menu planning and analysis.
- Ensure proper safety and sanitation of facilities and equipment.
- Attention to detail and service expertise are a must. We want someone with creativity and passion to help enhance the dining experience of our guests.

Qualifications:

- An Associate's Degree in Hospitality or commensurate experience in Food and Beverage management required.
- Possess strong leadership, communication, organization and relationship skills.
- Experience with training, basic financial management and customer service
- Proficient in general computer knowledge as well as MS Office applications.
- Experience with POS system programming and administration.
- Experience with high volume banquet and concession events.
- Be able to work various shifts including nights and weekend when required.