



Banquet Captain

Job Title: Banquet Captain

Department: Food & Beverage

Reports To: Food & Beverage Manager

Who is Kernwood Country Club?

Kernwood Country Club, nestled on the picturesque North Shore of Massachusetts, is a hidden gem established in 1914 by a group of visionary Boston business leaders. This stunning golf course, designed by the renowned Donald Ross, offers a challenging yet enjoyable layout that appeals to golfers of all skill levels.

With a focus on family and community, Kernwood is proud to maintain a small membership of around 300 members, fostering a close-knit atmosphere where members can truly connect. The club emphasizes exceptional service, and our dedicated staff is committed to ensuring that every visit is a memorable one. Whether you're hitting the course or enjoying time with family, Kernwood Country Club is a welcoming haven for all.

About the Role:

The Banquet Captain serves as the lead point of contact for the setup and breakdown of all club functions and events. The Banquet Captain must possess strong organizational skills, exceptional communication abilities, and keen attention to detail. This person will work closely with the Dining Room Manager and Food and Beverage Manager to ensure the success of all events hosted at Kernwood.

Role & Responsibilities:

- Oversee all aspects of event setup and breakdown.
- Communicate event setup/breakdown requirements and expectations to team members.
- Review and confirm all details in BEOs to ensure accuracy and alignment with event specifications.
- Coordinate with kitchen, bar, and event teams to ensure that all aspects of events (set-up, service, breakdown) are executed flawlessly.
- Oversee event setup and breakdown logistics, including guest seating arrangements, buffet planning, and timing.
- Lead banquet staff throughout the event set up and breakdown, providing direction, guidance, and support.
- Ensure the event space is set up according to client specifications, including proper table arrangements, decor, and equipment placement.

- Supervise the breakdown of the event, ensuring the event space is left in pristine condition and all equipment is properly stored or returned.
- Assist with post-event evaluations, ensuring all feedback is captured for future improvements.
- Report any issues or areas for improvement to the Food and Beverage Manager for follow-up.

Qualifications:

- Strong leadership and team management skills.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously.
- Exceptional communication and interpersonal skills.
- Ability to remain calm and composed in a fast-paced, high-pressure environment.
- Detail-oriented.
- Must have a flexible schedule for both AM/PM shifts, weekends, and holidays
- Ability to stand for long periods, lift up to 35lbs, and work in varied indoor and outdoor settings.

Preferred Qualifications:

- Experience with banquets and events.

Compensation/Benefits:

- Commensurate with experience and qualifications.
- Professional development opportunities.
- \$25 an hour

If interested, apply below or send an email with your resume and cover letter to:

Kyli Walsh
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