



HOTEL JULIEN

DUBUQUE

JOB POSTING ---

Banquet Captain-Supervisor

Hotel Julien Dubuque is seeking an experienced **Banquet Captain-Supervisor**. We are searching for a dynamic and highly motivated individual To fill a banquet captain position. The position requires a high level of professionalism, guest service / hospitality skills, strong multi-tasking capabilities and detail orientation. To be successful you must possess organizational and time management skills. Some of the tasks required in this position are: checking rooms to make sure they are ready for each event, train new banquet staff, communicate with the meeting planners and sales staff, communicate with the kitchen staff, and complete daily administrative tasks.

The banquet captain may be required to work varying schedules to reflect the business needs of the hotel. In addition to the performance of the essential functions, this position may be required to perform a combination of the following functions: proper food handling and storage, ensure service standards are achieved, and communicating with guests. This person must also have good communication skills, and possess basic computer skills.

This is a physical position. Walking and standing are required for varying lengths of time. Must be able to expert well-paced ability to maneuver between functions occurring simultaneously and reach other departments of the hotel on a timely basis. The person hired must be able to bend, stoop, squat, and stretch to fulfill cleaning and inspection tasks. Must be able to lift up to 50 lbs on a regular basis, and must be able to push and pull heavy carts.

Salary Range: \$32,000 - \$38,000 plus benefits.

Our company culture fosters teamwork, the true spirit of hospitality, and individual entrepreneurship. We deliver the best service, quality, hospitality, and value to every guest every time - the driving philosophy of our business. We want our hotels to be the best and our guests to be beyond satisfied. To achieve that goal, we hire the most highly qualified people available and provide a competitive benefits package.