BANQUET & EVENT MANAGER

Catering with Culinary Artists (DBA Black Pig Restaurant & The Berkshire)

Reports To: Owner, Senior Sales & Event Coordinator, General Manager
Employment Type: Full-Time

JOB SUMMARY:
The Banquet & Event Manager is responsible for executing in-house and offsite events, ensuring a seamless experience for clients and guests. Responsible for leading event setup, staff supervision, and ongoing training to ensure high-quality service and operational excellence. The role acts as the key liaison between clients, kitchen staff, service teams and vendors.

KEY RESPONSIBLITIES & TASKS:

Event Setup & Breakdown Oversight

- Set-up & Supervision of all event spaces according to approved floor plans.
- Ensure correct placement of tables, chairs, AV equipment, linens, and decorations.
- Manage breakdown and reset processes, ensuring timely turnaround for upcoming events.
- Manage packing and collection of equipment and materials needed for offsite caterings.
- Collaborate with kitchen and bar for timing, accuracy and any day of changes.
- Oversee and ensure proper storage of equipment, as well as the maintenance and inventory of china/glassware/silverware/smallware/etc.

Catering & Menu Management

- Work closely with the Executive Chef and kitchen team to align on food service timing, menu execution, and dietary needs.
- Ensure food and beverage service quality meets venue standards during all events.

Client Relations

- Serve as the primary point of contact on event days.
- Address and resolve client concerns or last-minute changes.
- Assist with post-event follow-up and gather client feedback for continuous improvement.

Staff Supervision & Training

- Recruit, train, and mentor banquet and event staff, including servers, bartenders, and setup crew.
- Conduct regular training sessions and pre-shift briefings on service standards and safety protocols.
- Monitor staff performance and provide real-time feedback and coaching.

Vendor & Partner Coordination

- Coordinate setup and breakdown with third-party vendors such as florists, AV techs, decorators, and entertainers.
- Ensure all vendors comply with venue policies and timelines.

Compliance & Safety

- Maintain health, fire, and alcohol service compliance during all events.
- Ensure proper food safety and sanitation standards are followed.
- Handle emergency protocols or incident reporting when necessary.

Event Planning & Administrative Tasks

- Attend pre-event consultations with clients to finalize all event details.
- Review and distribute detailed Banquet Event Orders (BEOs) for internal departments.
- Coordinate event layouts, timelines, and logistical flow with setup and service teams.
- Assist with event bookings, including tours, developing event proposals, timelines and tastings.
- Assist with social media efforts to promote banquet services and attract new business.

Administrative & Financial Tasks

- Track event labor, manage staffing budgets, and monitor overall cost control.
- Assist with invoicing and closing out event files as required.

Other

- Working knowledge of restaurant operations & spaces.
- Other duties and tasks as assigned.

QUALIFICATIONS:

- 2-5 years experiences in event or banquet management preferred but not required. Will train the right candidate.
- Strong team leadership and staff training abilities.
- Strong problem-solving and conflict resolution abilities.
- Excellent organizational, communication, multi-tasking and problem-solving skills.
- Ability to maintain a high energy, positive attitude and professional appearance.
- Ability to motivate in a team-oriented, collaborative environment.
- Knowledge of food service and event industry best practices.
- Computer literacy is required, Proficiency with event software & POS preferred.
- Availability to work evenings and weekends; holidays as needed.
- Valid Driver's License and reliable transportation.

PHYSICAL REQUIREMENTS:

- Ability to stand or walk for long periods.
- Comfortable lifting up to 40 lbs.
- Capable of working in a fast-paced, physically demanding environment.

TIME COMMITMENT:

- Estimated 30-40 Hours a Week in Offseason (January – April) and 35-55 Hours in Peak Season (May – December)

SALARY:

- Negotiable

BENEFITS:

- 401K w/ Employer Match
- Health Insurance (50% Coverage after 60 days)
- Dental & Eye Insurance (Company Paid)
- Manager Meals & Employee Discount
- Opportunities for professional development and career advancement

Resumes can be submitted directly to Senior Sales & Event Coordinator, Emily Keil at
emily@TheBerkshireSheboygan.com
920.627.6648