Position Available: BANQUET MANAGER

Interested candidates may submit their resume to jobs@marinesmemorial.org or complete the online employment application at: www.marinesmemorial.org/careers. All offers are pending satisfactory results from a pre-employment drug screening and background investigation.

The landmark Marines' Memorial Club & Hotel is the flagship property of the Marines’ Memorial Association, a 501(c)19 veterans nonprofit organization.

The hidden gem of San Francisco, Marines’ Memorial Club & Hotel offers 138 hotel rooms including 13 suites, over 13,000 square feet of event space spanning two floors, Leatherneck Restaurant & Lounge with stunning San Francisco city views; a library, a 564 seat theatre and a full service health club with lap pool.

History: Since 1946, the Marines’ Memorial Club has stood in honor of the memory of the men and women who serve in our nations’ defense. The club, one block off Union Square, provides a sanctuary for those wishing to honor the valor of Veterans who gave their lives. It is a Living Memorial designed to preserve memories and share the stories of American military history.

Vision: A tribute to those who have gone before; and a service to those who carry on.

Mission: The Marines’ Memorial Association exists to honor the legacy of military service through a living memorial and programs that commemorate, educate and serve Veterans of all eras. Membership is open to all Veterans of the United States Armed Forces.

MMA Membership and Leadership
MMA Membership is open to all Active Duty and Veterans of the U.S. Armed Forces; USMC, USN, USA, USAF, USCG, Merchant Marine (wartime). We currently have 19,000+ members worldwide. Membership includes invitations to all member events, access to reciprocal clubs worldwide, special pricing in our Leatherneck Steakhouse and on hotel rooms. The governing body of the Marines’ Memorial Association is the Board of Directors which is comprised of 14 MMA members representing all branches of the Armed Forces.

MMA Staff
Marines’ Memorial employs approximately 200 team members in roles including Membership, Development, Sales, Banquets, Food and Beverage, Guest Services, Housekeeping, Engineering, Theatre, Accounting and Human Resources.

What We Can Offer You!
Marines' Memorial offers a competitive salary structure, comprehensive benefits package including medical, dental, vision life/AD&D, EAP, generous paid time off (PTO), 401k with company match, career development opportunities and a working environment focused on a higher mission.
Job Description for Banquet Manager
The Banquet Manager reports to our Director of Banquets and assists in overseeing all aspects of the Banquets department, Hotel events and Banquet staff.

Essential functions and responsibilities include but are not limited to the following:
*Collaborate with guests/clients on their upcoming event to ensure every detail meets their expectations.

*Oversee banquet staff and events during pre-event meetings to communicate details of events, event space set-up, on-the-floor supervision during events and post-event follow ups with staff and clients.

*Participate in interviews and recommend hiring of candidates for all Banquet staff positions; servers, bartenders and housepersons. Supervise, train, support and lead Banquet staff.

*Lead, support and guide the Banquet staff in all aspects of the banquet/event operation.

*Execute all facets and details of high profile and wedding events once the initial booking is made.

*Work closely with the sales, culinary and operations departments to ensure successful and effective events for all members and guests.

*Conduct monthly, quarterly and annual inventory.

*Perform daily walk-throughs of Banquet department and all event spaces and storerooms to ensure full compliance with Department of Health regulations and MMA standards.

*Administrative responsibilities: create and distribute staff schedule, prepare and distribute BEOs, floor plans, liquor requisitions, communicate pertinent details to Banquet staff for each event, complete all paperwork in a timely manner to include billing, contracts, tip reports, deposit and payments of all banquet functions. Work with Accounting department to collect all delinquent accounts. Complete payroll responsibilities as requested.

*Able and willing to work varied schedule including early mornings, daytimes, evenings/nights, weekends, and holidays based on business expectations and needs.

*Ensure compliance with all federal, state and local employment laws, safety regulations and guidelines, Marines’ Memorial bylaws, policies and procedures.

Non-Essential Functions and Responsibilities:
*Participate in MMA based committees/meetings as requested including but not limited to: operations meetings, sales meetings, F&B meetings, etc.

Qualifications Required:
*2 years of experience in banquets, catering or F&B operations in a hotel, private club or similar environment
*Excellent English oral and written communication skills

Qualifications Desired:
- Successful candidates will be team players, dedicated coaches and cheerleaders of staff, detail oriented and focused on exceptional guest service.
- Bachelor’s Degree or International Equivalency in Hospitality Management, Business or related field of study
- Meticulous attention to detail and exceptional follow up
- Able to multi-task and prioritize
- Communication skills in other languages desired

We appreciate your interest in working with Marines’ Memorial Club & Hotel!