



1000 W. Wood Street
Bensenville, IL 60106
Phone (630) 766-7015
Fax (630) 766-9280

EMPLOYMENT OPPORTUNITY Banquet Host

DESCRIPTION

The Banquet Host manages events to ensure a high quality and execution of service and products at banquets. The Host should have excellent customer service skills, attention for detail and be able to perform in a fast paced environment. The Host is a liaison that assists in making sure customer's expectations are met and that events are successful.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Include but are not limited to:

- Thoroughly supervise all aspects for banquet; set-up, service and breakdown
- Delegates job assignments to banquet staff
- Adheres to health and safety regulations
- Coordinates timing for event
- Must excel in customer service
- Enforces Park District and facility policies
- Perform additional duties as required

QUALIFICATIONS

Include but are not limited to:

- Must be 21 years of age
- Possess a BASSETT and Food Handlers Certification (or obtain within 30 days of hire)
- At least 1 year of previous hospitality, banquet service and/or customer service

JOB STATUS: Part-time

DEPARTMENT: White Pines Golf Club

FLSA STATUS: Non-Exempt

SALARY: \$14.00 to \$18.00 per hour, based on experience

HOURS: Hours will vary based on the time of year and facility needs.

HOW TO APPLY Send resume to: banquets@whitepinesgolf.com or apply in person at White Pines GC Banquet Office Monday-Friday 9:00-5:00 or Saturday 9:00-3:00.

THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.