



Banquet Manager

Fresh off a multi-million dollar total renovation, Sheraton Chapel Hill Hotel welcomes you to a completely updated experience. Our premier, full service hotel is off of Franklin Street with easy access to the UNC campus—an ideal base for exploring the Triangle area. We're also just a few minutes from the Raleigh/Durham International Airport and convenient to many corporate offices.

Grounded in 40 years of experience, Richfield Hospitality offers world-class expertise in branded as well as independent hotel operations in select service, full service, and lifestyle properties. Richfield and its affiliates offer proven solutions and expertise to approximately 500 hotels and resorts. From hotel operations and property management to electronic distribution and interactive marketing, Richfield achieves superior operating results through its strong commitment to owners, guests and associates.

The Banquet Manager hires, trains, and directs the Banquet staff in servicing all banquet activities in order to ensure a successful function and repeat business.

Essential Responsibilities Include:

- Hire, schedule and train all Banquet staff in all aspects of Banquet service.
- Monitor staff attendance and performance.
- Define performance requirements and develop action plans for achievement of goals.
- Supervise the complete set-up of function rooms.
- Visually inspect function rooms and equipment prior to functions for cleanliness, proper inventory, and set up.
- Communicate with all departments and guest host to ensure timely execution of events, quality service, and adherence to all applicable federal, state, local safety and health regulations.
- Supervise clean-up of function room and proper breakdown and storage of equipment.
- Enter billing information into micro system in order to generate a final guest check.
- Process payroll for each event, which includes calculating number of hours worked and gratuity distribution.
- Check staff attendance according to schedules, adjust and reassign server stations.
- Attends meetings such as menu meeting.
- Orders supplies and linens for functions from Purchasing and Housekeeping departments.

- Separates, posts, and distributes event order sheets.
- Assist Servers and Captains with the execution of events.
- Assist in hiring, coaching, evaluating and counseling banquet staff.

Richfield Hospitality offers competitive compensation, excellent benefits and rewarding incentive plans with a commitment to associate's personal growth, respect and well being. For immediate consideration, direct your candidacy to:

Attn: Talent Acquisition
Re: Career Opportunity Banquet Manager

Richfield Hospitality
7600 E Orchard Rd, Suite 230-S
Greenwood Village, CO 80111

Email: mwaters@sheratonchapelhill.com
Web: www.richfield.com

Richfield Hospitality is an equal opportunity employer.