

THE FULLERTON

HOTELS AND RESORTS

Banquets Supervisor

The Fullerton Hotel Sydney - Australia

JOB RESPONSIBILITIES

- Report to the Events and Operations Manager
- Be actively involved in the day-to-day operations of our Banquets department
- Build a rapport with regular clients and guests
- Co-ordinate the service of all events and services
- Liaise with other departments within the hotel and communicate relevant information to our F&B outlets to ensure they are aware of all hotel activities
- Co-ordinate food and beverage stock requisitions
- Carry out administrative duties responding to client and guest enquiries
- Be involved in assisting the manager with rostering and daily online shift approvals
- Oversee the supervision of the team and ensure consistency in service and product delivery
- Help train new starters, following LQA standards and procedures
- Coordinator Banquets teams' roles and responsibilities during shifts

JOB REQUIREMENTS

- Outstanding communication, leadership and people management skills
- Strong product knowledge
- Excellent personal presentation
- A true passion for customer service
- Solid previous experience as an F&B supervisor in a large hotel is preferred
- The availability to work a variety of shifts over a seven-day rotating roster
- A current NSW RSA card

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com.