

THE FULLERTON

HOTELS AND RESORTS

Events Operations (Banquets) Supervisor

The Fullerton Hotel Sydney - Australia

JOB RESPONSIBILITIES

- Participate in the day-to-day Events operations of 13 event spaces which includes two ballrooms
- Build rapport with regular guests
- Co-ordinate the service and set-up of assigned events
- Liaise with other departments within the Hotel and communicate relevant information to The Bar team to ensure they are aware of all Hotel activities
- Co-ordinate stock requisitions
- Carry out administrative duties, including responding to guest and internal enquiries and following up on internal emails within set time frames
- Participate in rostering and daily online shift approvals
- Oversee the supervision of employees and ensure consistency in service and product deliver
- Ensure all standards and procedures in regards to HACCP, Covid cleanliness and venue capacities are followed as outlined in the guidelines

JOB REQUIREMENTS

- Outstanding communication, leadership and people management skills
- Strong product knowledge
- Excellent personal presentation
- A true passion for customer service
- Previous experience as a senior Food and Beverage Supervisor in a large hotel Event operation is preferred
- Availability to work a variety of shifts over a seven-day rotating roster
- A current NSW RSA card
- Willingness to comply with all CovidSafe workplace requirements

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