**EMPLOYER JOB ORDER FORM**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banquet Manager</td>
<td>17389</td>
<td>12/11/2019</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 - 40</td>
<td>$25 - $DOE</td>
<td>Various</td>
<td>Various</td>
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<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
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<tbody>
<tr>
<td>Background Check</td>
<td>Other - College Degree Preferred</td>
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**JOB DESCRIPTION**

**Hotel Overview:**

Refined elegance and sophistication flow into each of the 808 well-appointed non-smoking deluxe guest rooms and suites at The Fairmont San Jose. Located near Silicon Valley in Northern California, this 20-story two tower masterpiece caters to discerning and well-traveled business professionals who expect impeccable quality from their accommodations.

**Banquet Manager**

Engaging service, delicious cuisine and distinctive surroundings make every special event at Fairmont Hotels & Resorts a truly memorable affair. As Banquet Manager, you will liaise between multiple departments to ensure the success of every group function – and model exceptional service and leadership skills among your team.

**Summary of Responsibilities:**

Reporting to the Assistant Director of Banquets, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Lead and supervise the Banquet team while ensuring all service standards are followed
- Address guest concerns and react quickly and professionally
- Train Supervisors in the absence of a trainer
- Balance operational, administrative and Colleague needs
- Conduct regularly scheduled departmental meetings
- Work closely with the Culinary and Stewarding team to ensure all banquet meeting requirements are in place
- Work with the Conference Services & Catering department to ensure that revenues and guest satisfaction
levels are maximized

• Manage the departmental budget
• Follow outlet policies, procedures and service standards
• Follow all safety and sanitation policies when handling food and beverage
• Other duties as assigned

3 TO 5 KEY SKILL SETS REQUIRED
Qualifications:

• Previous leadership experience in food & beverage required
• Computer literate in Microsoft Window applications required
• Excellent communication and organizational skills
• University/College degree in a related discipline preferred
• Must possess a professional presentation
• Strong interpersonal and problem solving abilities
• Highly responsible & reliable
• Ability to work well under pressure in a fast paced environment
• Ability to work cohesively as part of a team
• Ability to focus attention on guest needs, remaining calm and courteous at all times

Visa Requirements: Applicant must provide proof of eligibility to work in the United States