



Job Title: Banquet Manager

Location: Cincinnati, OH

About the Cincinnati Country Club

Established in 1895, the Cincinnati Country Club (CCC) is a prestigious private country club located in Cincinnati, Ohio. Our club offers a range of premier amenities including indoor and outdoor dining, 6 guest rooms, an 18-hole golf course, 9 tennis courts, 3 platform tennis courts, swimming pools, fitness and squash facilities featuring 5 singles courts and a doubles court. Conveniently situated just 10 minutes from downtown Cincinnati, the CCC is also surrounded by an affluent neighborhood with great private schools and public school district.

Description

Cincinnati Country Club is seeking a dedicated and experienced Banquet Manager to join our team. As a historic and prestigious establishment, we are looking for a professional individual who is passionate about hospitality excellence and has a strong background in banquet operations. If you are a team player with a passion for creating memorable experiences for guests, we would love to hear from you. Apply now to join our team at Cincinnati Country Club and be a part of our tradition of excellence in hospitality.

Responsibilities

- Oversee all aspects of banquet operations, including customer service, communication with staff and clients, food and beverage management.
- Work closely with the club's Event Coordinator and Banquet Sales Manager to review all BEO's to ensure a seamless and flawless event.
- Coordinate event setup, including room layout, décor, audiovisual equipment, and other logistical requirements.
- Oversee event timeline, monitor and monitor service flow.
- Hire, train, and supervise banquet staff to provide exceptional service to our members and guests.
- Maintain high standards of quality and presentation for all banquet events.
- Collaborate with the culinary team to ensure smooth coordination between kitchen and service staff during each event.
- Responsible for all event billing.

· Compliance and Safety: Ensure compliance with health and safety regulations, food handling guidelines, and alcohol service laws. Maintain cleanliness and orderliness in banquet facilities, adhere to club policies and procedures, and uphold high standards of professionalism and hospitality.

Education & Experience:

- 3+ years of experience in banquet management or related field
- Proficient in POS, CE, and other restaurant financial management systems.

Requirements

- Strong leadership and communication skills
- Excellent organizational and time management abilities
- Knowledge of food and beverage industry trends and best practices
- Flexible schedule to accommodate evening and weekend events

Benefits:

- Health insurance (60% paid by employer)
- Dental insurance
- Vision insurance
- Life insurance - \$25,000 (no cost)
- Health savings account
- 401(k) retirement plan
- Vacation and Paid time off
- Employee meals
- Lap top computer with remote connection access

Please send your resume to Gina Sears at: gsears@cincinnatiicc.com