



BANQUET LEAD

Clyde Iron Works is seeking a Banquet Lead to join our banquet team. In this role, you will assist the Events Manager as needed to execute Clyde events and will supervise the Banquet Staff throughout the entire event. Representing the reputation of Clyde, the Banquet Lead should possess excellent customer service and communication skills and should be professional, friendly, and a leader:

RESPONSIBILITIES:

The Banquet Lead duties include but are not limited to:

- Plans in advance, the flow of service according to the specific needs of each event
- Trains and supervises banquet staff throughout room set-up, execution, and teardown of events
- Listens intently to needs and concerns of client issues and responds promptly
- Conducts a banquet inventory audit on a regular basis to ensure plentiful supply of banquet wares
- Expedites meals from kitchen to table or buffet line together with the servers
- Maintains a close association with the Events Manager regarding events calendar and details such as, rentals, custom linen orders and set-up and unique requests
- Other duties as assigned

SKILLS:

- Experience with events is required
- Ability to adapt easily in a fast-paced environment
- Ability to work evenings and weekends
- Excellent people and communication skills with a friendly and positive attitude
- Excellent organizational skills
- Must be able to stand and walk for several hours at a time and lift up to 25 pounds
- Must be a good leader

Visit clydeironworks.com/careers to apply online or stop by Clyde Iron Works at 2920 W. Michigan St., Duluth, MN 55806 to fill out an application.

Questions? Email Toni Giuliani at events@clydeironworks.com or call 218-727-1150.