**Banquet Duty Manager**

**Bunratty/Knappogue Medieval Banquets**

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| **Role Purpose:** |
| Shannon Heritage is seeking a candidate for a permanent role, experienced professional required to fill the role as Banquet Duty Manager, Bunratty/Knappogue Medieval Banquets |
| **Responsibilities & Duties** |
| **Responsibilities include but not limited to:*** Overseeing Bunratty Castle Medieval Banquet ensuring the highest standards in hospitality, customer care, catering and entertainment are always adhered to.
* Working and liaising with the Entertainment Manager & Banquet Manager.
* Responsible for overseeing rotas with Banquet Manager
* Attending training Workshops and involved in the preparation for up- coming performances both internally and externally.
* Responsible for overseeing the team’s performance, capable of delegating tasks when appropriate.
* Working closely with onsite Catering providers each evening, ensuring standards, quantities and quality of food is of the highest standards.
* Ensuring that nightly Management report is completed for the Entertainments Manager, other administration will be required as determined by the Manager.
* Oversee and record all changes to rosters and communicate with the Manager regarding any issues that arise during the operation of the Banquets
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| **Essential Requirements:** |
| * Must have excellent organisational and communication skills.
* Must have previous experience of managing and directing a team.
* Ideally HACCP trained.
* Hardworking professional capable of undertaking a variety of tasks in a diligent manner.
* Candidates must have at least 4 years’ experience in a similar customer facing role
* Must be flexible and adaptable.
* Knowledge of Microsoft suite will be an advantage.
* Candidates should be available to work 5 days over 7 days.

Applications in the form of a cover letter and current CV should be sent to hr@shannonheritage.com to arrive not later than 5.00 p.m. Thursday 2nd November 2023.**PLEASE NOTE:** from time to time the Company may ask you to do other reasonable tasks not stated within this job description but commensurate with the position. The Company also reserves the right to review and update this job description to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you |