



THE ARMY AND NAVY CLUB ON FARRAGUT SQUARE

The Army and Navy Club is a private, not-for-profit, Five Star Platinum Club in the heart of Washington, DC. Our membership is comprised of active and retired military officers from all branches of our Armed Forces, along with civilian members.

Job Title: Catering & Banquets Assistant

Department: Food & Beverage

Reports To: Directly to Sr. Catering Sales Manager. Reports indirectly to F&B Director, Banquet Managers and Catering Manager.

FLSA Status: Non-Exempt

STATEMENT OF EXPECTATIONS

The Catering & Banquets Assistant will work in a dual capacity within the Catering Office and Banquet Department. This position is a hybrid of administrative and supervisory duties, as outlined below. There will be days which will be focused on the Catering Office *Administrative tasks and functions, while other days will require *Operational excellence, this person will be the actual point of contact in managing a banquet, or food and beverage outlets. This is premised on business demand - need and where the person will be required to maximize membership and guest satisfaction.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists Catering Office with administrative duties including, but not limited to: answering phone calls and email correspondence; typing contracts; filing; assisting with billing; compiling and distributing daily change log; compiling and distributing weekly function packets.
2. Assists Banquet Department with supervisory duties including, but not limited to: supervising the setup of function rooms, ensuring adherence to event order specifications, visually inspecting rooms and AV equipment prior to functions; supervising cleanup of function rooms and proper breakdown and storage of equipment; ensuring all rules and regulations are consistently followed in order to maintain our liquor license; supervising Food and Beverage outlets to include breakfast, lunch, brunch and dinner when needed. At this point, this position is very hands on in running and execution of membership satisfaction, attention to detail and follow thru on services rendered.
3. Ability to handle multiple customer and operational demands with a high degree of professionalism, operating often with time sensitive deadlines.
4. Ability to prioritize projects and strong problem-solving skills
5. Ability to operate independently and with a high degree of autonomy requiring excellent time management skills and self-motivation.
6. Implement all of the Club's policies and procedures as required.
7. Attend all meetings as required and / or needed.
8. Maintain open communication within the department and with other departments.
9. Ability to juggle multiple projects with superb accuracy, when required.
10. Other job duties and responsibilities may be added or deleted as business demand dictates or as assigned by supervisor.
11. Attendance is an essential function of the position, which does include nights, weekends and holidays.

12. Conducts himself/herself in a professional manner at all times as a “goodwill ambassador” of the Army and Navy Club.

NON-ESSENTIAL FUNCTIONS AND DUTIES:

13. When business is slow, this person will file, and keep all business-related documents, folders, business forms in proper sequence.
14. Maintain electronic and hard copy filing system
15. General clerical duties including photocopying, fax and mailing
16. Resolve administrative problems and inquiries

EDUCATION AND TRAINING REQUIRED:

- Proficiency in the English Language. Written and oral.
- Computer Skills Necessary (Microsoft Outlook, Microsoft Word, Microsoft Excel, Jonas Catering/POS System or similar).
- Bachelor's degree in hospitality, or business from an accredited four-year college or university and 1-3 years related experience or training; or equivalent combination of education and experience.
- Previous experience supervising employees is strongly preferred especially in a hospitality environment as well as working in an office setting is helpful.
- The Catering & Banquets Assistant must be approachable, outgoing, and positive in nature, cheerful, friendly, trustworthy, pro-active and a problem solver.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and sit for extended periods of time. The employee is regularly required to use hands to finger, handle, feel and manipulate papers, a keyboard and telephone with full range of motion. The employee is regularly required to reach with hands and arms with full range of motion. The employee frequently is required to walk and talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and move up to 25 pounds. Employee must move, regularly, through confined spaces without bumping fixed objects and moving people. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Applications can be emailed, faxed or mailed. Email is the preferred method.

The Army and Navy Club
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Equal Opportunity Employer | Drug-Free | Criminal Background Checks will be conducted