

OUR CULTURE

At The Club, we place great value on our sense of community, which we believe distinguishes us from other facilities. We aim to create “a home” where our Members can come together and feel a true sense of belonging. Maintaining strong mutual respect between our Members and staff is essential to us.



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We all share the responsibility of fostering a diverse, inclusive, and accountable environment where employees at The Club, regardless of their backgrounds or lifestyles, feel valued, respected, and supported. We seek to recruit individuals who are passionate about their work and committed to elevating The Club's service standards as we uphold to create a workplace where everyone is encouraged to be authentic and grow together as a team.



Banquet Coordinator

Reporting to:

Events & Banqueting Manager

Role Overview:

The Events & Banqueting Coordinator is responsible for the smooth planning, coordination, and execution of all events and banquets. This role ensures excellent service standards, attention to detail, and seamless communication between clients, the Events team, Food & Beverage, Culinary, and other supporting departments. The coordinator acts as the primary liaison for clients, ensuring their expectations are exceeded while upholding the standards and reputation of the organization.

Work will include but may not be limited to the following:

- To discuss the function requirements including Menus, Beverages, Table plan any other details related to the function with the Member / Guest, ascertaining and noting his/her exact needs.
- To show the Member / Guest the various facilities available, advising and discussing the merits of the various options.
- To ascertain what entertainment, if any, is required.
- To monitor and control provisional and confirmed function bookings and ensure that no double bookings occur.
- To confirm all details in writing to the Member / Guest
- To ensure to publish the function order to all concerned departments in a timely manner.
- To be constantly aware of new business opportunities and action these.
- To be available as the point of contact to conference organizers at all times during a conference
- To ensure the cleanliness of all conference and function rooms
- Through your Member focused mind and courteous attitude you guarantee and 'go beyond' what is required in providing 'excellence' in food and beverage service.
- As a devoted hospitality professional, you work with pride and integrity in all areas of the Banquet operation and service delivery.
- You strive towards anticipating, meeting and excelling Member's expectations. You promote teamwork and an enjoyable atmosphere amongst your colleagues and you always find new ways to improve our Members' experience.
- Demonstrate a positive leadership style with an enthusiastic, positive, committed and flexible attitude. We shall be promoting the importance and benefits of effective team working.

Other duties deemed to be essential and fundamental to the operation of The Club's policies. Essential function of individual positions within the classification may differ. Your manager may assign reasonable related additional duties to employees consistent with our policy.