



Title:	Conference & Banqueting Manager
Department:	Events
Hours:	Full Time
Report to:	General Manager

Gleddoch, one of the most prestigious hotel, golf and spa resorts located in Renfrewshire is recruiting for a Conference and Banqueting Manager to join our team. Gleddoch is a 70-bedroom hotel, golf course, luxurious spa with food and beverage outlets.

The role of the Conference and Banqueting Manager at Gleddoch is one that requires lots of commitment. The successful candidate will demonstrate excellent attention to detail and strong leadership skills to drive out team to provide a consistently high level of service throughout our wedding, conferences, and events. The Conference and Banqueting Manager will have experience of both high volume and high-quality food and beverage offerings.

This role is very much a hands-on role from set up prior to the event, overseeing the running of our events, to MC duties on the day. We are looking for somebody with that has that a passion for hospitality, that will build a rapport with our guests and help make their special day perfect.

KEY DUTIES & RESPONSIBILITIES

- Carry out the daily operation of the Conference and Banqueting areas of the business ensuring effective communication of all required standards and procedures to company standard.
- Ensure there is open communications at all times between the operational team and our events coordinators.
- Will be available to support in other areas of the food & beverage department if required
- Ensure that all guests are given prompt, attentive service at all times.
- Conduct all stock takes and equipment inventory as required.
- Liaise with guests regarding any complaints, take action as necessary.
- To take a proactive role in encouraging teamwork, cooperation, harmony, productivity and a positive attitude within the working environment.
- At the end of each shift complete all the necessary daily reports and departmental banking.



- Hold the appropriate food safety certificate.
- Personal license holder.
- Carry out in house liquor licensing training.
- At all times promote and follow legal responsibilities and requirements associated with the responsible service of alcohol.
- Attend any training or meetings as and when required by the company.
- Monitor daily staffing levels ensuring that adequate manning levels are in line with business levels and in accordance with budgeted ratios.
- Ensure all procedures in regard to costs, wastage, breakages, security, stock control, transfers and voids are carried out in accordance with company procedures.

WHAT WE OFFER YOU

- A great place to work
- Discounted food, beverage and accommodation rates
- Discounted Spa treatments
- Discounted access to the leisure facilities
- Discounted access to the 18-hole championship golf course

THE RECRUITMENT PROCESS

If this job ticks all the boxes for you and you can deliver the high standards that are expected from a hotel such as Gleddoch please click the 'Apply Now' button.

Please note that due to the amount of applications only successful candidates shall be contacted.