



**Job Title:** Assistant Banqueting Manager  
**Salary:** £24,570 per annum  
**Job Type:** 45 hours per week, working 5 days out of 7 including weekends  
**Location:** Llangollen, Wales.  
**Type of Company:** Exclusive Wedding Venue in North Wales

### About us

Tyn Dwr Hall specialises in being an exclusive wedding venue. We are privately owned - creating a caring dedicated 'work family' is key to our success, and we have been fortunate to have gained a national reputation as one of the leading Wedding destinations in the region.

We have an exciting opportunity for a passionate, enthusiastic Assistant Banqueting Manager to join our hard-working dynamic team. As the Assistant Banqueting Manager, you will need to be a warm and friendly person, enthusiastic personality and a good background in hospitality

### The Role:

- To oversee the food service to an exceptional 5-star standard
- To coordinate the front of house operation during service times and ensuring that service runs efficiently and effectively at all times
- Working closely with back of house and ensuring clear and accurate communication between departments are undertaken
- Maintaining a consistent high level of service and customer care to all of our guests at all times including reviewing customer feedback.
- To carry out administration duties on a weekly basis and liaise with the wedding team
- Ensuring that all tables are receiving prompt and accurate service
- Ensuring that the service areas and kitchen areas are clean and tidy
- Train and develop food service operation to a high standard
- Work with Management to assess and improve processes and policies
- Leading by example, showing the ability to give and follow instruction
- Comply with food and safety regulations and adhere to food allergy safety
- To carry out and cover duty management tasks
- Supervision and management of all bar staff on duty manager shifts
- Cash handling and operating till system
- To give assistance for the successful management of bar and beverage services
- Address staff complaints or performance issues

### The Person:

- Helpful and friendly manner
- Ability to cope well under pressure and work well as part of a team
- Superb attention to detail
- PC literate including word, excel and outlook
- Enthusiastic and energetic
- A good knowledge of food and beverage
- Ability to prioritise work
- Excellent communication & organisation skills with a "can do" attitude
- Well, presented, professional and articulate



**In return**

- Private Health Care
- Company pension
- Opportunity to progress
- 1 full weekend off a month with other weekend dates
- Christmas day, boxing day and new year off
- Team food when on shift
- Staff discounts across the group
- Paid overtime
- Free parking
- Good flexible working hours
- Working with a hardworking dynamic team

