



ASSISTANT CONFERENCE & BANQUETING MANAGER

Weston Park is owned by an independent charity, the Weston Park Foundation, which combines public enjoyment and learning with a dynamic hospitality and events business which sustains the property and charitable objectives.

We have an exciting opportunity for an **Assistant Conference & Banqueting Manager / Assistant House Butler** to join our team based at our Weston Park. You will receive a competitive salary depending on experience and be a member of a friendly close-knit team.

This is an exciting role to support in the leadership of the Food and Beverage team to deliver memorable experiences to our guests. From weddings to meetings, conferences to Christmas parties, it will be your responsibility to uphold the high standards and deliver a great experience to all guests.

You're someone who thrives under pressure and is passionate about ensuring every event runs smoothly. As clichéd as it sounds, you'll constantly want to change things up a bit, finding innovative and bespoke ways to put a smile on your customer's face. You'll be an expert at managing both the CEO of a business who needs a flawless, professional conference, and a father of the bride who needs to be consistently updated to ensure his daughter's day is as perfect as she is. These are little details that make you outstanding and mean you create memorable experiences for your customers.

Our Assistant Conference & Banqueting Manager / Assistant House Butler will be involved in a range of duties including:

- Leading the provision of an outstanding event management service
- Ensuring guest satisfaction through a customer first approach
- Event set up and turn rounds, leading by example
- Coaching, mentoring and leading your C&B team with a trusting approach - ensuring their commitment to delivering outstanding and bespoke service
- A planner, always being one step ahead of the customer.
- Working closely with your General Manager and House Butler who will encourage you to love change and find your own unique ways to further enhance your guest experience
- Deliver guest satisfaction through high quality service and good public relations.

- To maintain the highest standard of cleanliness, the maintenance of furnishings and equipment, and the correct set up of all the conference and banqueting rooms.
- Consistently delivers company standards.
- To be aware and have an understanding of all relevant law and legislation with regards to health & safety, fire safety and equal opportunities.
- Flexible approach to working within the outlets of the food and beverage departments.

What'll make you a great fit for this Assistant Conference & Banqueting Manager / Assistant House Butler
Skills and Qualifications:

- You'll already have an established understanding of quality food and beverage operations
- Efficient multitasking and organizational skills
- Strong interpersonal communication skills
- Attention to detail
- Passion for delivering exceptional guest service in a 5-star environment
- Passion for food and drink
- Immaculate presentation and grooming
- Confidence, initiative and engaging personality
- Computer literacy
- Physical Stamina
- Flexible Schedule to accommodate weekend and evening working.
- Team Mentality
- Leadership Skills
- Hard-working but FUN!

In return we offer:

- Competitive salary
- Pension
- 10% discount on food
- Working 5 out of 7 days including weekends.
- 28 days holidays including bank holidays.
- Access to 1000 Acres of parkland

The potential at Weston is enormous and we are looking for an ambitious and committed Assistant Conference & Banqueting Manager / Assistant House Butler with a passion for delivering. If we are talking your language and you believe you've got what it takes then please apply now.

Please apply by email, with current CV, to:

Email: Careers@weston-park.com