



## Catering and Special Events Manager

### Job Description

Promote Club's dining for private banquets, meetings, and member events. Develop contracts and banquet event orders for events and oversee all administrative and operational aspects of events. Works closely with the Food and Beverage team and other departments to ensure member's expectations are exceeded. Reports directly to the Food and Beverage Manager and supervises all banquet service staff.

### Job Responsibilities

- Ability to work holidays, weekends, mornings, and nights, as needed.
- Promote Club's social events.
- Assist members in arranging all private events including luncheons, meetings, weddings, dinners, and other social events.
- Obtain all pertinent information needed to plan an event.
- Work with the Executive Chef and the F&B Manager to develop catering menus. Produce contracts and event orders and distribute appropriately to staff.
- Assist members in choosing appropriate menu options for their events.
- Assist members with entertainment, decorations, audio/video needs, etc.
- Attend committee meetings pertaining to club events.
- Create and execute all club events for members and guests.
- Communicate and arrange all necessary staffing, housekeeping, menu printing, and decorations. Book needed entertainment for events.
- Ensure timely and accurate billing of all events.
- Double check room setup and overall room appearance before and after events.
- Attend and conduct employee meetings to properly communicate event's needs.
- Handle member complaints and approve necessary adjustments with F&B Manager and the Controller.
- Maintain past, current, and potential future events.
- Performs duties of the closing manager as needed.
- Assist with daily F&B operation as needed.
- Greet members and guests and make appearances at all big club events.

### Qualifications

Minimum of 2 years private club catering experience is required. Management experience in upscale dining, hotels, resorts, or other exclusive private clubs, is desirable. Proficient in Microsoft Office and Club Management software (Jonas) is a plus.

### Additional Benefits

Compensation package commensurate with ability, experience, and performance. Benefit package available including Medical, Dental and Vision.

**Send Resume to Tom Ahern, General Manager at [tahern@midlothiancc.org](mailto:tahern@midlothiancc.org).**