



# CHICAGO YACHT CLUB

A TRADITION OF YACHTING EXCELLENCE

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FOUNDED 1875

Chicago Yacht Club

Position: Catering Director / Executive Level

Open: Immediately

Department: Food and Beverage

Reports To: General Manager/COO

Supervises: Catering Manager or assistant

Supports: Board of Directors, General Manager & Department Heads

Summary of Job Description: The Catering Director is responsible for the successful execution of all catering functions and other special club events, held at the club. Availability must be flexible, as functions may be held late evenings, and weekends. Many holidays are spent at the club with the members and co-workers.

**Requirements:**

- Meet with members to detail their event/meeting expectations
- Collaborate with the Food and Beverage team, to coordinate all catering events
- Partner with the Executive Chef to determine selling prices, menus, and other details for the catered events
- Manage and direct Service Staff through each catering event, start to finish
- Work with outside vendors to ensure member satisfaction with rental equipment, floral arrangements, ect...
- Diagram room layouts for every event, list banquet items, and all other related function details
- Generate detailed BEO's and distribute to each department in a timely manner, so all have sufficient amount of time to execute. Conduct weekly Banquet Event Order meetings with accurate detailed information.
- Present at each function, to ensure successful execution of the event, and quickly evaluate alternatives, if needed
- Process proper billing for each event, in a timely manner
- Answer phone calls and provide quick response times. Promptly respond to member's email inquiries.
- Experienced creating social events for membership entertainment
- Must be able to understand and function in Club Essentials with emphasis in "Reserve". Willing to train, but candidates with familiarity are preferred.

- Experience running high volume large event functions; weddings, outdoor events, corporate outings/meetings
- Conduct weekly Banquet Event Order meetings with accurate detailed information for co-managers
- Must develop awareness of our club culture and be responsible for its preservation
- Ability to move quickly, think on your feet, effectively communicate, and solve problems on the fly

**Necessary Experience:**

- The ideal candidate will have a minimum of 4 years or more experience in a similar role.
- This person will have an excellent knowledge of Computers, POS Systems & related software as it pertains to the position.
- Hospitality and or Private Club Experience is essential and is preferred.

To apply- Please send resume and cover letter to:

Jeannette Jacques

Human Resources Director

[jeannette.jacques@chicagoyachtclub.org](mailto:jeannette.jacques@chicagoyachtclub.org)