



Catering Director Opportunity at Sunset Ridge Country Club

Sunset Ridge is looking for a candidate with a successful track record of accomplishment, leadership, and high-level operations management experience in private clubs. This candidate will be an integral and critical part of a high-performing team at this thriving Club, which is acknowledged for its first-class dining, quality work environment, and focus on continually *“raising the bar”* for its membership and employees.

About Sunset Ridge Country Club

Sunset Ridge did not start off as a country club. Instead, it was started off as an idea shared by ten young men in 1922. With just three simple precepts, these young men set off on an adventure, guided by a mission that they referred to as “The Idea.” The idea on which the club was founded:

- The development of a great golf course with facilities for other sports activities
- The maintenance of a fellowship of congenial souls and their families
- The establishment of an environment in which neither business gain, political bias, nor personal advantage can survive.

Today, Sunset Ridge Country Club has roughly 610 family members and offers a vast offering of amenities. Members enjoy an 18-hole golf course, short game practice area and practice range, a swimming pool and wading pool, six tennis courts, six platform tennis courts, six pickleball courts, and skeet and trap range. The Club has completed award winning renovations to its Clubhouse facilities and golf course. Sunset Ridge was awarded the 2006 Private Golf Course Renovation of the Year by Golf, Inc magazine. The Clubhouse renovations earned a Club Management Design Showcase award in 2005. The Clubhouse contains the following Event space:

Ballroom-350 max capacity

Cocktail Lounge-75 max capacity

Library- 16 max capacity

Lowery Room-12 max capacity

Catering Director Overview

The Catering Director is responsible for the planning and execution of all member and catering events. There will be a heavy focus in the catering and banquet facilities to ensure all services exceed

our member's and guest's expectations, in addition to the general housekeeping oversight of these event areas. The Catering Director Develops contracts for and oversees all administrative and operational aspects of preparing and selling events and catered parties. Work with banquet and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered. This individual will be involved in the budgeting process with the Clubhouse Manager. This individual must develop awareness of our "club culture" and is responsible for ensuring that one pillar is hospitality, friendliness and goodwill between members, guest, and employees. The Catering Director reports to the Clubhouse Manager and works closely with the Executive Chef and other department heads at Sunset Ridge. This individual should display great leadership and a positive attitude to ensure collaborative, innovative, and harmonious relationship between front and back of house operations.

Job Duties

Greets members and guest by their name and oversees delivery of member and guest food and beverage services. Anticipate member's needs, respond promptly, visit tables, acknowledge complaints, and gauge the pulse of the member experience in real time, to ensure maximum member and guest satisfaction.

- Promotes, advertises, and markets the club's social event facilities and capabilities to all members.
- Assists members in arrangements for special dinner requests in the dining room, and applicable a la carte spaces
- Helps member clients arrange banquets, luncheons, meetings, weddings, dances, and other social events; obtains pertinent information needed for guest planning.
- Works with the Executive Chef and Clubhouse Manager to determine selling prices, menus, and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and other special requests, etc.
- Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests.
- Checks function sheets against actual room setup; oversees personnel scheduling for special functions and may help supervise service personnel.
- Oversees scheduling of banquet service employee meetings.
- Responsible for hands-on service work when needed and orchestrating events when necessary.
- Manages all feedback, including complaints or constructive feedback.
- Maintains past and potential client files; schedules calls or visits to assess ongoing needs of prospective clients for catering services.
- Assists with completion of in-house banquet event orders (BEOs).
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Represents members' needs and interests on applicable club committees.
- Obtains necessary permits for special events and functions.
- Critiques functions to determine future needs and to implement necessary changes for increased quality.
- Attends staff and management meetings to review policies and procedures, future business and to continually develop quality and image of banquet functions.

- Ensures the security of club's members and guests' valuables during catered events.
- Assumes responsibility of manager-on-duty when necessary.
- Ensures that proper housekeeping and energy conservation procedures are always followed.
- Plans professional development and training activities for subordinate staff.
- Diagrams room layout, banquet item placement and related function details.
- Meets with other department managers to plan food and beverage aspects of special events organized by SRCC staff members.
- Manages banquet billing and arranges prompt payment for all events.
- Updates weekly function information for all affected staff.
- Serves as liaison between kitchen, service, and management staff.
- Maintains Club's master Calendar of Events and function book.
- Performs special projects as assigned by the Clubhouse Manager.
 - Desire to grow as a leader and manager with demonstrated ability to motivate and inspire subordinates, peers, and team members.

Additional Duties

- Monitors the budget and directs corrective action as necessary to help assure that budget goals are attained for events.
- Communicates and teams well with other departments ensuring appropriate staff levels for all events and ensuring assigned responsibilities are carried out.
- Plans and coordinates training and professional development programs for himself/herself and applicable club personnel.
- Attends management and staff meetings as scheduled.
- Works with Clubhouse Manager to ensure proficient use of the floor planning and catering software.
- Keeping the front desk updated on event changes, reservations and other applicable information pertaining to events.
- Monitors labor; evaluates scheduled and actual labor hours and costs.
- Reviews all accidents and works with Security in completing accident reports.

Education and/or Experience

- Bachelor's degree from a four-year college or university preferred
- Hospitality Management major preferred.
- Member of Club Managers Association of America (CMAA) and other professional associations preferred.
- Attends conferences, workshops, and meetings (e.g., CMAA's World Conference and Club Business Expo and CMAA chapter meetings) to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
- Minimum of 2 years' experience in a high-end private club or hospitality industry
 - Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.

Physical Requirements

- Ability to lift 25-50 pounds
- While performing duties of the job, the employee may be required to walk or stand for long periods of time.
- Must maintain professional appearance appropriate to the position and Club policy.
- Availability to work weekends and holidays

Compensation & Benefits

- Compensation is determined upon experience
- Sunset Ridge Country Club offers full benefits, paid vacation, 401k matching, CMAA Education, and Holiday Bonus

Direct Reports

- Banquet Captain, Banquet Servers, Banquet Bartenders, and Setup team

Club Details

- \$10 M Total Revenue
- \$4.5 M Dues Revenues
- 610 Members- All Categories
- \$85,000 Initiation Fee
- \$11,000- Annual Dues
- \$4.1 M Food and Beverage Revenues
- Approximately \$1.5 M Annual Banquet/Event Sales
- FTE Employees-82, Seasonal Additions-58
- The Club is organized as a 501 (c) 7 and is a not-for-profit organization
- Average Age 53
- Website- www.sunsetridgecc.org

To apply- Please send resume and cover letter to:

Michael Jernegan

Clubhouse Manager

mjernegan@sunsetridgecc.org