



**POSITION:** Catering & Events Coordinator

**REPORTS TO:** Catering & Events Director

**SUMMARY:** Assist the Catering & Events Director in the planning and coordination of the Club's social events and private Member events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Build relationships with Members and guests to promote banquet and event services at the Club. Provide tours and offer suggestions to promote the club's facilities for private events.
- Collaborate with members in planning luncheons, meetings, wedding receptions, dinners, children's parties, and other social events; obtain pertinent information needed for guest planning.
- Work with the Catering & Events Director and the Executive Chef to determine selling prices, menus, and other details for special events.
- Responsible for printing menus, placing cards and signage, securing decorations, entertainment, and other special requests; confirming vendor fees and delivery times for the Club's social events.
- Inspect finished preparations for events; and often present to oversee the actual greeting and service of guests.
- Maintain past and potential event files; schedule calls or visits to assess on-going needs of prospective clients for catering & events.
- Create and distribute a detailed Banquet Event Order for each social and private event. Includes all details such as menu and beverage requirements, timelines and specific requirements regarding set-up, A/V equipment, and other elements relevant to events.
- Review financial reports with the Catering & Events Director and assist to ensure budget goals are met. Ensures sales and forecast reports are up to date and accurate.
- Complete diagrams for rooms to include banquet item placement, and related event detail.
- Plan, promotes, and generates enthusiasm and interest for the Club's social activities.
- Manage and review banquet billing and arrange prompt payment for events.
- Perform special projects as assigned by the Catering & Events Director or Assistant General Manager.

**Working Conditions:** Office Setting

**Special Requirements:**

- Ability to keep information confidential
- Must possess an outgoing personality
- Must possess honesty and integrity
- Must always be courteous and tactful
- Must treat others with kindness and respect
- Ability to effectively communicate in a professional manner to members and staff
- Office experience with accurate typing skills of 40 wpm.
- Good communications skills both verbally and in writing
- Must be organized and manage time effectively

- Must possess emotional stability
- Professional appearance, use of proper grammar and pleasant telephone voice
- Clear and legible handwriting
- Food and beverage knowledge helpful

### **EXPERIENCE/EDUCATION**

Previous experience in CATERING/SALES/EVENTS and in a Private Country Club setting. Ability to work with event management and point of sale software as well as Microsoft Office and basic graphic design programs. College degree in Hospitality, Catering Sales or another related field preferred. Excellent communication skills both verbal and written, pleasant personality, a high level of integrity and ability to collaborate well with others. This position is generally Tuesday through Saturday and will require working some nights, most holidays, and Sundays or Mondays on occasion.

**Physical Functions:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand, walk, climb stairs, balance stoop, kneel, crouch, crawl and/or sit up to eight hours per day.
- Use hands to finger, handle, or feel objects, tools and/or controls.
- Reach with hands and arms.
- Hearing and talking sufficiently to communicate with members, guests, vendors, and co-workers.
- Specific vision abilities include close vision, vision sufficient to read, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to push, pull or lift weights up to 30 lbs.
- Independent mobility through clubhouse.