



Columbia Country Club Catering Manager

Position Title: Catering Sales and Event Manager

Department: Catering

Reports To: Director of Catering

Columbia Country Club:

Short note about the club.

Position Summary:

Working along the Director of Catering and Assistant Catering Manager, the Catering Manager assists with the sales, planning, and execution of all Member Events, Sponsored Events, Club Events and Club Athletics. The Catering Manager works closely with the Members to detail every aspect of their event including the menu, room set, and contracting vendors. The Catering Manager also works closely with the Director of Catering, Assistant Clubhouse Manager, and Operations Director to plan and execute the Club Events for all holidays and other Member Events. The Catering Manager, along with the Director of Catering is responsible for checking all room sets prior to the function, as well as checking the bar and food to ensure the proper food and beverages has been prepared and set out. The Catering Manager is to continue to explore new and creative ideas to bring to the Club.

Essential Duties and Responsibilities

- Assists in developing detailed plans and the successful execution of all Club special events with the Director of Catering, Banquet Manager, Executive Chef and Assistant Clubhouse Manager
- Assist Director of Catering and Assistant Catering Manager with creative control to propose, plan, and design new club events
- Have complete knowledge of function space, banquet team capabilities, kitchen capabilities, other club outlets, and services
- Assist the Director of Catering and Assistant Catering Manager to create Banquet Event Order sheets for all events in order to produce the weekly events packet
- Quote appropriate room availability inventory for event inquiries
- Schedule meetings and meet with hosts one on one to discuss every aspect of their event
- Send out event booking forms to host and track submission of room deposits and payments
- Responsible for internal communication of all event details between Food and Beverage Department, Kitchen, and House Services
- Create diagrams, guest table assignments and other function room setup needs for all large club functions and private parties
- Research entertainment and décor vendors to bring in as preferred vendors for private and club events
- Act as day of contact for the host and assist the banquet captain in the supervision of events

- Track club event registration, make confirmation calls, and check-in guests at event upon arrival
- Assist with event billing, tracking signed UBI event tax forms for all events, creating member billing lists, and creating budget breakdown sheets for club events
- Fill in when necessary for supervisors and other staff to appropriately serve our members
- Respond to phone calls and emails for event inquiries or from event hosts in a timely, friendly, professional and efficient manner
- Create food labels for buffets, signature cocktails signs, and menu cards for events
- Maintains awareness of service and event standards regarding banquet policies and procedures
- Develop and contribute to planning and implementation of procedures for special club events and catering functions
- Attend management, food and beverage and staff meetings
- Help plan and approve external and internal marketing and sales promotion for the food and beverage department in the club's bi-monthly Bulletin Magazine
- Use organizational techniques to provide the appropriate tools, keep a clean and orderly environment and accurately provide important information
- Attend social industry events and organization meetings for new ideas and industry education
- Maintains strong industry awareness and consistently works to improve their personal industry knowledge and expertise
- Responsible for upholding the mission, policies, and culture of Columbia Country Club including the operational bylaws and employee handbook
- Acts as Manager on Duty
- Completion of management projects as assigned by the Assistant General Manager, Assistant Manager and Catering Director
- Assists the Director of Catering and Banquet Manager with administrative and clerical tasks

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

REQUIRED JOB QUALIFICATIONS

- Fluent in the English Language
- Proficiency in Microsoft Office Suite (Microsoft Outlook, Microsoft Word, Microsoft Excel)
- Experience with Jonas Banquet and Catering Software and Social Tables or equivalent event management software
- Excellent communication skills.
- Ability to work in a fast-paced environment
- Standing for long periods of time is sometimes required.
- Ability to work nights, weekends, and overtime as business requires
- Professional appearance
- Knowledge of Food and Beverage Service

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college in Hospitality, Event Management, Business or related field with 1-3 years of experience; or 4-6 years of related experience and/or training in place of a Bachelor's Degree, previous Country Club experience preferred.

SALARY and BENEFITS

Salary commensurate with experience and qualifications. Full time management benefits package including vacation pay, 401K with company match, Christmas Fund, and full healthcare benefits to include health, dental, and vision, Short-term Disability, Long-term Disability, Life Insurance Policy, meals while on duty and golf privileges.