

## The Events & Catering Manager

### **Position Summary:**

Promote the club's dining facilities for events, business and social meetings, and other member-related activities. The Events & Catering Manager reports to the Director of Food and Beverage and is supported by the Assistant Events & Hospitality Manager. The Events & Catering Manager is responsible for all operational aspects of preparing and servicing events. Works with the Event's staff to ensure that the Member's expectations are exceeded.

The Events & Catering Manager will also assist the Food & Beverage management team, including the Fine Dining operation, when needed.

### **Candidate Qualifications**

#### Leadership:

Responds to Event's inquiries for events / meetings / catering opportunities from members and non-members.

Distinct focus on employee culture and creating "Unreasonable Hospitality" events for our members.

Effectively communicate with all department leaders.

Encourage the staff to share their ideas and become engaged in the Events operation.

#### Operations:

Assists in training, coaching and supervision Events / F&B Staff.

Ensure all legal requirements are followed including food safety, and the sale and consumption of alcohol.

Collaborates with and the Executive Chef with menu planning for events including food costs.

Communicates pertinent Events information to the Culinary, Housekeeping and other staff members.

Creates Banquet Event Orders. Checks for accuracy against actual room set-up; supervises Events staff.

The individual will address all members' and guests' feedback and complaints and will advise the Food & Beverage Director as needed.

Responsible for the appearance and cleanliness of all Events spaces.

Critiques events to determine future needs and to implement necessary changes for increased quality, efficiency, and profitability.

The ability to work nights, weekends, and holidays as dictated by the schedule.

Completes other assignments from the Director of Food and Beverage.

**Qualifications / Educational Requirements:**

Bachelor's degree in hospitality, or a related field is preferred.

A minimum of Four years of management / supervisory experience in a private club, luxury hotel, or resort in catering / events.

An individual with exceptional character that has demonstrated dedication to the profession.

Reports to:

Food and Beverage Director.

Compensation:

\$72-\$78K

The Catering & Events Manager position will participate in the Club's bonus program.

**Resumes:**

Please send all resumes to Ryan Huesman at: [rhuesman@ravennagolf.com](mailto:rhuesman@ravennagolf.com)