



## Park Country Club Job Description **Catering Manager**

**Department:** Restaurant

**FLSA Status:** Exempt

**Work Schedule:** As Determined by Supervisor

**Job Status:** Full Time

**Reports To:** Assistant Manager

**Travel Required:** No

### **Position Summary**

The Catering Manager plans and executes all private events. The Catering Manager coordinates and organizes all preparation before and after the event. This person works closely with all members and their guests to ensure their event is a success and follows up to guarantee satisfaction. The Catering manager will place equal emphasis on planning and executing all private functions. Upon completion the catering manager is responsible for completing all billing associated with that event in a timely and accurate manner.

### **Essential Functions**

- Consult with members and guests to determine objectives and requirements for their events such as meetings conferences, social affairs, weddings and golf tournaments.
- Develops a banquet event order which indicates Food and Beverage arrangements as well as entertainment vendor information, and set up requirements
- Secures contracts in a timely manner
- Guarantees each event is hosted by a member or sponsored by a member.
- Meet with sponsors and organizing committees to plan and develop events, to establish and monitor budgets, to review administrative procedures and event progress
- Organizes and coordinates staffing needs for private events
- Manages weekly BEO Meeting
- Inspect event facilities to ensure they meet member or guest requirements
- Swiftly resolve any issues that may arise during any private event
- Efficiently and accurately submit private event billing



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- Leads the planning and development of programs, brochures, menus, agendas and budgets for members and their guests
- Arrange usage of audio-visual equipment, and other services as needed
- Insure that all club bylaws and rules are observed including but not limited to dress code and smoking policies
- Maintain records of event details including preferences and billing details
- Conduct post event evaluations to determine areas of opportunity
- Negotiate all contracts with service providers and suppliers as needed
- Assign job duties to staff for all private events
- Direct administrative details such as financial operations, dissemination of promotional materials and responses to inquiries
- Evaluate and select providers of services according to member/guest requirements
- Read trade publications, attend seminars and consult with other meeting professionals to keep up to date of meeting management standards and trends
- Recruit and recommend candidates for hire, train and supervise staff required for events
- Obtain permits from fire and health departments when necessary
- Contribute to the dynamics of the Food and Beverage Management Team
- Additional responsibilities as deemed necessary



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## Position Qualifications

### Competency Statement(s)

- **Accountability**- Ability to accept responsibility and account for his/her actions
- **Business Acumen**- Ability to grasp and understand business concepts and issues
- **Verbal Communication**- Ability to communicate effectively with others using spoken word
- **Written Communication**- Ability to communicate in writing clearly and concisely
- **Member Satisfaction**- Ability to take care of members' needs while following club procedures and standards
- **Decision Making**- Ability to make critical decisions
- **Enthusiastic and Can-Do**- Ability to bring energy to the performance of a task
- **Goal Oriented**- Ability to focus on a goal and obtain a pre-determined result
- **Management Skills**- Ability to organize and direct oneself and effectively supervise others
- **Problem Solving**- Ability to find a solution for or to deal proactively with work-related problems
- **Self-Motivated**- Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative

### Education

- Bachelor's Degree (Hospitality Degree Preferred but not required)

### Experience

- Two to four years related experience as Catering Manager, Assistant Catering Manager, or Banquet Manager
- Private Club Experience is highly desired

### Skills & Abilities

- **Computer Skills:** Must be able to operate and maintain The Park Country Club's banquet and catering software via Jonas Software
- **Food & Beverage Knowledge:** Must have a wide variety of food knowledge including various culinary terms and theory. An encompassing wine and beverage knowledge is also required.



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**Physical Demands**

**Physical Abilities**

**Lift / Carry**

Stand	F (Frequently)	10 lbs. or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs.	O (Occasionally)
Sit	F (Frequently)	21-50 lbs.	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs.	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	N (Not Applicable)		
Bend	O (Occasionally)		

**Push / Pull**

12 lbs. or less	F (Frequently)
13-25 lbs.	O (Occasionally)
26-40 lbs.	N (Not Applicable)
41-100 lbs.	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hours/day)

**Other Physical Requirements**

Vision (Color)



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**Work Environment**

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to extreme cold (non-weather) and extreme heat (non-weather and weather related)

**Prepared By: Bradley Pollak**

**Date: February 2, 2019**

**Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate