



Brookfield Country Club Director of Catering

Overview: The Director of Catering is responsible for the general operation of club functions relating to member and sponsored member banquets and Club events, ensuring that all services exceed members' and guests' expectations. They will be responsible for the hospitality, friendliness, and goodwill among members, guests, and staff.

About the Club: Brookfield Country Club is a prestigious, member-owned private club located in Clarence, NY. Founded as the Meadowbrook Club in 1927, Brookfield has a long and rich heritage. About the year 1925, a real estate promoter conceived the idea of an elegant family golf and country club whose golf course would be surrounded by the homes of the members. An exclusive young club membership made the Meadowbrook the best golf club in the district, and the social center of the area. The change of the Club's name to Brookfield occurred in 1943 when 28 members financed the purchase of the Meadowbrook Club and its equipment. Since then, Brookfield has enjoyed an active, steady membership and continuous expansion of the club's facilities and amenities.

Brookfield has served as host to such prestigious events as the 1948 Western Open won by Mr. Ben Hogan, and the 1985 USGA Junior Boys Championship won by Mr. Charles Rymer.

Designed in 1927 by Canadian Architect, William Harries, the 18-hole golf course spreads over approximately 170 acres and can be described as a traditional parkland layout, with subtle elevation changes, mature tree lined fairways and small to medium sized greens.

In 1991, the clubhouse was completely renovated adding a new, larger Grill Room and bar, men's and ladies' locker rooms, an expanded golf pro shop and more extensive outdoor dining facilities. The traditional canopied clubhouse entrance was upgraded, and the ballroom (site of major club functions) was refurbished. The jewel of the expansion was The Meadowbrook Room, an elegant dining room suitable for smaller club functions and private parties. The 30,000 square foot clubhouse also included several outdoor patios including a picturesque, covered patio which overlooks the 18th green.

In October 2022, Brookfield embarked on a major clubhouse renovation. The clubhouse will become a brand new, state of the art, comprehensive 54,000 square foot clubhouse offering many amenities, with an estimated opening of April 2025.

Responsible for handling all member events and banquets (Weddings, golf outings and other events)

- Manage all event inquiries and requests
- Prepare Banquet Event Orders (BEOs) for all banquets and club events
- Generate and distribute contracts and bills to all members and guests
- Have complete knowledge of function space, banquet team capabilities, and kitchen capabilities
- Oversee the daily execution of all banquets and club events
- Act as the main point of contact for event hosts, ensuring all specifications meet Brookfield Country Club standards
- Prepare and execute external marketing and sales plans for weddings, social events, and golf tournaments
- Conduct facility tours for members/clients
- Facilitates weekly BEO meeting for department heads to discuss event details
- Collaborate with the General Manager, Assistant General Manager, Director of Food & Beverage, and Executive chef to coordinate and manage club and non-club events
- Partner with the Executive Chef and management team to set pricing, menus, and other details for private and club events
- Update weekly function details and diagrams
- Create room layouts, seating diagrams, and event setups
- Lead pre-shift meetings in conjunction with food and beverage team to ensure smooth event execution
- Attend wedding and trade specific shows
- Supervise staff for event setup, execution, and breakdown
- Ensure the cleanliness and organization of all banquet areas
- Meet with department managers to plan food and beverage arrangements of special events
- Perform daily walk-throughs of event spaces to ensure accuracy

Candidate Qualifications:

3-5 Years of experience, Private club experience preferred but not required

Salary: \$60,000-\$80,000, health insurance, dental, and vision, 401K opportunity

Please send resumes and cover letters to:

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