



Director of Events and Catering

The Director of Catering will be directly responsible for the coordination, planning of all Banquet and Club sponsored events. Uses available and appropriate mediums of communication and resources to maintain and promote new business. Maintains Catering software and program information.

Reports To: General Manager or AGM

Supervises: Assistant Event Coordinators

Essential Duties and Responsibilities:

- Directly responsible for coordinating all Catering operations.
- Works with Banquet Manager and Executive Chef in coordinating all aspects of servicing banquet and club events from arrival to member/guest departure.
- Updates weekly function information in Catering software and distributes to all affected staff; works as a liaison between client, kitchen, service, and management by communicating all needs of events to each department.
- Meets with members and clients to determine the needs of the event.
- Works with the Executive Chef and AGM to determine selling prices, menu and other details for catered events.
- Site tours: Provides guest tours and offers suggestions in an effort to sell the merits of the Club's facilities for the occasion being planned.
- Performs all required administrative duties including maintaining comprehensive records, contracts, correspondence, confirmation letters, deposits, answering emails and voicemails.
- Coordinates all aspects of events to ensure that all details and expectations of the host have been exceeded, including menu planning, contract pricing, and accurate billing.
- Coordinates the event to ensure proper, friendly and timely service, beautiful presentation of food and beverage, welcoming décor, lighting, cleanliness, music, flowers, etc.
- Attends staff and management meetings where applicable.
- Develops positive working relationships with members, guests, co-workers and vendors.
- Coordinates all tastings for receptions and other events as needed.

- Compiles banquet forecast information and develops banquet and catering budget on an annual basis.
- Performs all reasonable requests made by management.

Candidate Qualifications and Skills:

- Must possess strong “people skills” and excellent verbal and written communication skills.
- Proficient in Window and Microsoft Office and POS Software Systems.
- Proficient in reserve cloud and Clubessential is a plus.
- Must have the ability to work under pressure with time restraints.
- Must be extremely detail oriented and very organized.
- A minimum of five (5) years’ management experience in Club / Hotel/ Restaurant catering.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and departments.

Compensation and Benefits:

- Salary commensurate with experience and qualifications.
- Full benefits including health, dental, eye, STD, and LTD insurance, vacation, 401K match, CMAA dues, bonus potential.

Interested Applicants:

- Please send resume and cover letter via email to Scott Azinger - scott@butterfieldcc.org