



## **Horseshoe Bay Golf Club - Egg Harbor, Wisconsin Catering & Events Manager**

Horseshoe Bay Golf Club is a unique 24-year-old private golf club positioned right in the heart of the historic Door Peninsula, in beautiful Northeastern Wisconsin. With 53 beaches spanning wide-open sand dunes and rare limestone shores, nearly 300 miles of shoreline, Door County is renowned for some of the most beautiful beaches in Wisconsin and the Midwest at large. Nestled in the Town of Egg Harbor, Horseshoe Bay Golf Club offers golf, dining, swimming, and other activities on a seasonal basis. The membership of 656 is active in all areas of the club and is diverse in its background as they come to us from all over the country, but all have strong ties to the Midwest.

Since 2000, this individually owned Golf Club has provided Door County vacationers and residents the private club experience. Club membership is currently full, with a membership count of 656 with 225 as social members representing over 20 states. At the height of the season Horseshoe Bay Golf Club employs around 110 staff members. Horseshoe Bay is a seasonal club, open from May through October for golf and May through December for Food & Beverage. Club revenues of over \$7.5 M with approximately 18,000 rounds and annual food and beverage revenues of more than \$1.9 M. Member dining generates 75% of total food and beverage revenues. The F&B Operation is open 6 days per week from May through October and has limited dining, 3 days per week, in November and December.

The Club recently completed a \$7.5 M Clubhouse remodel in 2023 to sustain membership growth with proper sized facilities; right sizing the kitchen capacity for our food service demand, increasing capacity for indoor casual dining by reimagining the main dining facility, providing additional outdoor covered dining under a fixed structure on the north end of the property, adding administration offices and private meeting space, and increasing main level storage to improve operating efficiencies. The Club currently is in the development stage of creating an employee housing community on property in addition to its off-property offerings with intention to break ground March of 2025. This initiative aims to provide convenient and affordable housing options for college interns, J-1 Visa students, and seasonal professional staff enhancing employee satisfaction and retention.

## **About the Position**

The Catering & Events Manager reports to the Assistant General Manager and collaborates closely with the Executive Chef and an outsourced Wedding Event Planner. A successful Catering & Events Manager is a dedicated professional committed to the growth and success of the Club's catering and events operation. This individual is responsive and efficient in handling client inquiries via phone and email throughout the event planning process. Strong professional communication skills and the ability to exercise discretion are essential. Exceptional organizational skills are a must, ensuring careful management of monthly bookings while consistently delivering outstanding customer service with professionalism and integrity, demonstrating courtesy, initiative, and enthusiasm when engaging with members, guests, and staff. This role is responsible for promoting, planning, and coordinating all aspects of social and private events, meetings, and co-coordinating wedding functions at the Club.

## **Key Responsibilities:**

- Be organized, exercise sound judgment, perform detailed tasks; understand, follow, and give clear verbal and written direction.
- Be able to problem-solve, create and maintain schedules, and be both a prepared and flexible person.
- Work efficiently, both independently and as a part of a team.
- Daily commitments to create a continuous teaching environment that focuses on team knowledge and education.
- Coordinate with members/clients regarding inquiries about hosting events.
- Gives tours of the facilities and discusses booking logistics, room options and menus with potential clients.
- Contact clients, update and confirm details to finalize BEOs (Banquet Event Orders)
- Meets weekly with the Food and Beverage department to review upcoming events and parties, (BEO-Banquet Event orders) meeting; informs all necessary departments of any updates or changes.
- Attends weekly department head meetings; works with Assistant General Manager on meeting agenda; provides information for the House and Golf & Greens Committee agenda and attends meetings.
- Create floor plans for weekly events and prepare event staff accordingly.
- Cultivate strong client relationships/partnerships, ensuring client satisfaction.
- Coordinate with the Executive Chef for revisions and updates of the catering menu regularly, reflecting culinary trends and member/client needs.
- Development and implementation of related budgets, operating reports, reforecasts, and forecasts regarding these areas of responsibility, and the management and control of operations to attain the desired results.

- Collaborate with Controller to code department invoices.
- Conducts weekly staff schedule for event staff, collaboration with Assistant Food & Beverage Manager.
- Collaborate with clients and the Banquet Captain upon client arrival regarding proper set-up, event execution, and resetting for day/evening.
- Maintains an adequate supply of liquors, wines, beer, and other beverages by communicating orders to purchaser for all events.
- Basic knowledge of Point of Sale (POS) systems and online reservation systems. Manages all banquet sales items on POS.
- Creates event posters and posts to social media, around Horseshoe Bay property and emails out to Membership.

### **Candidate Qualifications**

Candidates must have prior experience as a mid-level manager in a private club or high-end hospitality setting, demonstrating strong leadership and team management skills. They should take pride in their work and have the ability to lead and motivate a team while fostering a positive work environment. The ideal candidate will have a proven track record of planning and executing a variety of events, including weddings, corporate functions, member gatherings, and private dining experiences. Exceptional interpersonal skills are essential, with the ability to build relationships and anticipate the needs of members and guests. A deep passion and understanding of food and beverage operations, including menu planning, wine pairings, and service standards, is required. Experience in budgeting, cost control, and vendor relations is highly preferred. Creativity and innovation are also key, as the role requires a forward-thinking approach to enhancing member experiences through unique event concepts and exceptional dining experiences. Appropriate personal presence with a desire and ability to interact effectively with members, guests and staff. The ability to adapt to surroundings and manage staff accordingly. The willingness, flexibility and availability to work extended hours, including weekends, evenings and holidays. Well-rounded problem-solving skills with a solution-oriented mindset.

### **Physical Requirements**

Catering & Events Manager is an active position which requires the individual to work while standing for long periods of time.

The Catering & Events Manager must be able to:

- Work while standing and walking for up to six (6) hours.
- Ability to stand for extended periods of time; ability to tolerate all seasonal weather conditions within indoor & outdoor activity.
- Bend and lift, up to 30 pounds Carry, push and pull objects of up to 30 pounds.

- Walk up and down stairs while carrying tools, equipment and supplies up to 30 pounds.
- Walk in an environment involving some exposure to hazards or physical risks, which require following basic safety precautions.
- Read, hear, and speak English to follow instructions, recipes, and safety manuals.

**Date Position Available**

Immediately

**Salary and Benefits**

This position offers a competitive salary, incentive compensation program, and an excellent benefit package which includes medical, dental, vision, life insurance, short-term disability, Safe Harbor 401K, paid time off, clothing allowance, and meal allowance. Shoulder season flex job opportunities – remote work, part time schedules, flex work.

**Please send resumes to:**

Please submit your resumes and cover letters to Chief Operating Officer, Andrew Morel at [amorel@horseshoebaygolfclub.net](mailto:amorel@horseshoebaygolfclub.net) or mail to:

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