



## **Assistant Director of Catering and Events**

Interlachen Country Club is searching for a strong and passionate leader with a natural hospitality heart. A unique opportunity exists for applicants with a successful track record of high-quality food and beverage operations management and sales experience in private clubs or high-end hotels or restaurants.

The successful applicant will be an integral part of a high-performing team at one of the most highly regarded country clubs in the country where food and beverage sales have grown nearly 20% in the past two years to \$4MM. Catering sales account for approximately 50% of total food and beverage sales. The Club recent underwent a \$10.5MM renovation, which included updates to the banquet and event spaces. This is an ideal position for an aspiring director of catering.

### **Position Summary:**

The Assistant Director of Catering and Events provides leadership and assistance in all areas of the catering and banquet department. This multifaceted role includes sales, event planning, and banquet operations. This position requires an individual that is high energy, engaging and passionate about delivering memorable experiences to members and clients.

### **Key Responsibilities:**

- Respond to member and client event inquiries within one half day of receipt.
- Assist Director of Catering and Events with client meetings and tours with potential clients.
- Be well versed in the club's banquet menu, equipment, inventory, and room capacity for all spaces.
- Prepare proposals for prospective members and clients.
- Assist Director of Catering and Events with planning event details with members and clients.
- Assist Director of Catering and Events with the organization, planning, and execution of club events.
- Send event confirmations, diagrams, BEO to members and clients.
- Be an expert in club and catering software (Jonas, JAM, Social Tables, and ForeTees).
- Assists in the creation and distribution of weekly BEOs to all necessary departments and employees. Attend weekly BEO meeting. Lead review of BEOs under your direction and in the absence of Director of Catering and Events.
- Assist with event details such as menu cards, decorations, seating charts, etc.
- Maintains a high-level of visibility and accessibility to the membership and clients.
- Administer billing of events.
- Assist in the maintaining of the office filing system.
- Work closely with Director of Catering and Events to manage the catering budget and track progress towards sales goals. Develop and implement ideas to maximize revenues.

- Communicate event changes/final guarantees to all appropriate staff.
- Evaluate, refine, and establish standard operating procedures for all tasks and duties required by the banquet team in collaboration with the Director of Catering and Events.
- Be an expert on the BEO for each event, including but not limited to menu, dietary restrictions, timeline, and set-up.
- Serve as the manager on duty (set-up, pre-shift, post-shift, floor management, meal service, opening and closing the building as necessary, bar set up and accounting, meal and beverage counts, billing, RedBook event recaps).
- Take ownership of all banquet equipment, storage areas, and event spaces to ensure they are always neat, clean and organized.
- Stay on top of current trends and innovations within the industry.

**Essential Skills and Qualities:**

- Positive attitude
- Sales savvy
- Solution oriented
- Confident decision maker
- Calm under pressure
- Organized
- Detail oriented
- Ability to multitask
- Self-motivated
- Time management

**Qualifications:**

- Degree in business, restaurant, or hospitality management.
- 2 – 4 years of progressive experience in a high quality banquet environment.
- Flexible schedule and the ability to assist and support all functions under direct supervision.
- Ability to lift 30 lbs., including a full tray of food.
- Ability to be on feet for extended periods.

**Compensation and Benefits:**

This is a full-time, exempt position. Salary is commensurate with qualifications and experience.

The club offers an exception benefit package that includes holiday bonus, vacation, PTO, health insurance, dental insurance, 401K with match, complimentary meals, and access to the golf course and pool on select Mondays.

**To apply, send unique cover letter and resume via email to:**

*Katie Lano*  
*Director of Catering and Events*  
[klano@interlachenc.org](mailto:klano@interlachenc.org)

Interlachen Country Club is an equal opportunity employer.