



## **Director of Catering**

### **ABOUT THE CLUB**

Town & Country Club is a private social and golf club located on the bluffs of the Mississippi River, just ten minutes from both downtown St Paul and Minneapolis. Member amenities include Golf, Tennis, Pool, and Fitness. Featuring five areas for member dining and banquet and meeting facilities, our club is a place for family and friends to assemble, a place where memories are made. The Club is open to non-member events, such as weddings, family celebrations, business meetings and golf tournaments. Town and Country Club seeks out the top prospects for employment. Our staff members are employed to continually enhance the traditions of excellence at Town & Country. Our goal is for our staff to provide superior services in every department of the Club.

### **POSITION SUMMARY**

As the Director of Catering at Town & Country Club, you will play a pivotal role in curating exceptional dining and event experiences for members and guests. This position requires a blend of creativity, leadership, and meticulous attention to detail. You will oversee all aspects of event planning and execution, from intimate gatherings to grand celebrations, ensuring seamless operations and high standards of service.

Key responsibilities include collaborating with clients to design personalized menus, managing event logistics, coordinating with vendors, and leading a dedicated team of staff. Your expertise in hospitality and strong organizational skills will help elevate the club's reputation for excellence, while fostering lasting relationships with members and enhancing their overall experience.

The ideal candidate will have a proven track record in event management and catering, excellent communication skills, and a passion for delivering memorable experiences in a dynamic environment. Join us in creating unforgettable moments that celebrate our members' milestones and enrich our community.

**REPORTS TO:** Assistant General Manager

**SUPERVISES:** Banquet Manager

**CLASSIFICATION:** Exempt

*Effective November 2024*

### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Helps Members/Guests arrange banquets, luncheons, meetings, weddings and other social events; obtains pertinent information needed for guest planning
- Return all inquiries and correspondence within 24 hours
- Provides Member/Guest tours and offers suggestions in efforts to sell the merits of the Club's facilities
- Works with the Executive Chef to determine selling prices for catered events and oversees the development of contracts
- Suggests menu and helps Members/Guests plan menu in conjunction with the Executive Chef and/or other culinary personnel
- Produce/maintain accurate Banquet Event Orders and distributes in a timely manner to the Food & Beverage team with as much detail as possible
- Checks BEO's against room set-up for accuracy
- Assists with the development of the catering budget, reviews financial reports and takes corrective action as necessary
- Communicate effectively and appropriately with all contacts for catering events
- Coordinate and execute accurate and timely billing for events

### **QUALIFICATIONS**

- Bachelor's degree, preferred
- Minimum 3 to 5 years' experience as a Catering Director/Manager preferred
- Experience with POS and computer systems preferred
- High level of attention to detail, and ability to multi-task
- Demonstrated professionalism with an exceptional service attitude
- Excellent analytical, organizational, interpersonal and communication skills – attention to detail, accuracy, and deadlines
- Able to work well under pressure and balance multiple priorities and assignments
- Demonstrated initiative – ability to think, work, and make independent decisions based on sound judgement
- Committed to learning, personal growth and continued process improvement

### **SALARY AND BENEFITS**

- Salary is open and will be commensurate with qualifications and experience
- 401(k) with match
- Medical, Dental, Vision, Life Insurance
- Paid Holidays and Vacation
- Annual Holiday Bonus
- Complementary Meals
- Monday Golf

Candidate cover letters and resumes should be emailed to Assistant General Manager Bridget Eckert, CCM at [beckert@tcc-club.com](mailto:beckert@tcc-club.com)