

Forsyth Country Club  
Banquets & Catering  
F&B Manager



Position Summary &  
Candidate Requirements

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# About Forsyth CC



Forsyth Country Club is a 112-year-old member owned Club located in Winston-Salem, NC. FCC completed a \$6.5 million major facilities project in 2022. This facility improvement project included a complete renovation of the clubhouse main level banquet facilities and kitchen, ladies' member locker room, and employee locker rooms. The club also built four new pickleball courts and replaced two existing hard-surface tennis courts.

Forsyth Country Club is steeped in tradition and serves 970 member families. Forsyth Country Club is recognized as a Distinguished Club by Board Room Magazine. The Club has a proven track record of providing professional development, internal and external growth opportunities, and continued education for both professional and line-level members of the team. Many of the current senior and mid-management staff have earned their current positions as a result of the club's commitment to professional development.

Winston-Salem is a small town focused on innovation, arts, and quality of life. The city of 250,000 has every amenity of a large town with a noticeably lower cost of living. We have a great school system and amazing healthcare. Winston-Salem is a wonderful place to call home, raise a family, and is a genuine down to earth place. The city has actively invested in infrastructure and growth of the small business community. We are the home of Wake Forest University, Salem College, UNC School of the Arts and Winston-Salem State University. The Club is steeped in tradition, forward thinking, and loved by the members and staff who call it home.

[Visit the website](#)





## Club Facilities

- 45,000 sq. ft. clubhouse includes the recently renovated (2022) main level of the clubhouse concluding a ballroom seating up to 300 and multiple private dining spaces.
- Casual dining and bar area with seating for 200 inside and seasonal patio seating for 150
- Men's and ladies' locker rooms
- 18-hole Donald Ross golf course
- 10 outdoor tennis courts
- 2 outdoor platform tennis courts
- 4 permanent pickleball courts.
- 18,000 sq.ft. Pool and Fitness Pavilion including state of the art health and wellness center, pool kitchen area, locker room facilities, and laundry and clubhouse maintenance.

## Club Overview

Memberships	952 Total Members
Initiation fee	Full: \$50,000
Annual Dues	\$7.3M
Gross Volume	\$14.6 M
F&B Volume	\$4.6 M
Gross payroll	\$7.9 M
Employees	240 in-season; 185 year-round
Board members	9
Average age	61

*The Club has a wide variety of dining services available both casual and formal dining rooms offer exceptional cuisine, tremendous variety, extraordinary service and value. Outdoor dining is offered seasonally at the club with a picturesque view of the golf course. Our grand ballroom is available year-round, offering the perfect setting for family or adult social functions. All making Forsyth our members home away from home.*

# Banquets & Catering F&B Manager

**Forsyth Country Club** is searching for a highly motivated and passionate leader with industry knowledge and influence to assist in managing the club's Food & Beverage Banquet operations.

## **Banquets & Catering F&B Manager**

The Banquets & Catering F&B Manager is vital in supporting the successful execution of private functions and club-hosted events. This position offers a balanced focus between administrative coordination and operational leadership, working closely with multiple departments to ensure exceptional member and guest experiences.

### **Schedule & Scope:**

#### **•2 Days/Week - Catering & Events Administration Office:**

Partners with the Events Director to review BEOs, coordinate upcoming event logistics, complete menu design and printing, complete event billing, UBI reporting, update BEO with changes, etc.

#### **•3 Days/Week - Event Floor Oversight:**

Leads the banquet service team during event setup, execution, and breakdown. Serves as the on-site contact for hosts, upholds service standards, and ensures event flow aligns with member expectations.

### **Reporting Structure:**

This role reports directly to the Banquet Manager and provides ongoing support to the Club's Catering & Events Director, assisting with both administrative operations and banquet service on a weekly basis.

### **Career Path & Growth:**

This is an upwardly mobile position with a strong track record of advancement to either Director of Dining Operations, Banquet Manager or the Events & Catering assistant role. The dual exposure to front-of-house service and event planning offers a fast-track opportunity for motivated hospitality professionals seeking long-term leadership roles. Leading and assisting across departments has proven to accelerate both skill development and internal promotion.

The food and beverage operation is very active, comprises the largest department at the Club, and is a critical responsibility. Total club revenue is \$18.3MM, with food and beverage making up \$4.5MM of that.

The Club has a strong team of leaders that execute at an extremely high level and are constantly driven to identify ways to improve the overall member experience. This position will be responsible for the food and beverage service levels and overall member experience within the a la carte dining rooms, banquets & member events, and seasonally at the pool pavilion. Excellent communication skills, dynamic leadership traits, and a high level of attention to detail are essential for success in this role.

Excellent communication, both written and oral, and people skills are required for success in this role. This is a hands-on leadership position. Must be willing to get in the trenches and work directly with our talented staff.

# Essential Responsibilities

- Actively manages the execution of banquet and private event operations, ensuring service excellence through strong floor leadership and thorough pre-event planning.
- Collaborates with the Events Director 2 days per week in the Events Office to review BEOs, finalize billing, and coordinate event logistics with culinary and service teams.
- Provides hands-on leadership 3 days/nights per week on the event floor, overseeing setup, service execution, breakdown, and guest satisfaction.
- Responds promptly to member and guest concerns, ensuring proper resolution and communicating significant feedback or corrective actions to relevant department heads.
- Supports onboarding and training of new banquet and dining service team members, focusing on club standards, service excellence, and safety procedures.
- Leads pre- and post-shift lineups for event service teams, reinforcing expectations, reviewing event details, and ensuring staff preparedness.
- Maintains a consistent and visible presence during events, modeling high service standards and actively supporting staff throughout service.
- Assists the Banquet Manager in monitoring and managing departmental labor budgets, ensuring appropriate staffing levels and adherence to forecasted labor hours.
- Ensures banquet staff follow all Standard Operating Procedures (SOPs), including safety, service protocols, and OSHA compliance.
- Oversees banquet team appearance and professionalism, enforcing dress code and grooming standards.
- Supports operational consistency by upholding club standards for revenue control, cost management, and accurate inventory tracking.
- Participates in the planning and execution of large-scale club events in collaboration with the Events Director and Banquet Manager to ensure exceptional member experiences.
- Ensures compliance with all federal, state, and local regulations related to wage and hour laws, food safety, and alcohol service.
- Oversees the cleanliness, functionality, and presentation of all banquet equipment and service areas.
- Assists with monthly inventory counts of China, Glass, Silverware, Beverage, and Linen in coordination with the Banquet Manager.
- May provide operational support to Pavilion Snack Bar operations (May-September), including scheduling, training, and day-to-day management, if assigned.
- Builds and maintains positive relationships with vendors and service partners to support successful event execution.
- Completes additional assignments as directed by the Catering & Events Director or the Banquet Manager.



responsibilities



## Education and Experience

- A degree in Hospitality & Tourism or Restaurant/Banquet Management is preferred, with 1-2 years of supervisory / management experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- TIPS or equivalent beverage certification.

## Core Competencies and Expectations

- Must foster a positive atmosphere of learning and development.
- Create enthusiasm to elevate the dining operation to the highest level
- Must be highly organized and an effective communicator.
- Ability to work professionally under busy conditions.
- Receptive and responsive to feedback and suggestions from membership and management.

## Salary and Benefits

Salary is open and is commensurate with qualifications and experience.

Club benefits include sponsored health, dental, group life, and long-term disability insurances; voluntary life, short-term disability, vision, accident, and critical illness coverages, FSA or HAS, legal and ID shield, meals, matching 401k, and PTO



# IMPORTANT

Interested candidates should submit résumés along with a detailed cover letter that addresses the qualifications and describes your alignment/experience with the prescribed position.

These documents must be saved and emailed in Word or PDF format (save as “Last Name, First Name, Forsyth Banquet Manager Cover Letter” and “Last Name, First Name, Banquets & Catering F&B Manager Résumé”) respectively to: [t.williams@forsythcc.com](mailto:t.williams@forsythcc.com)

All requested information, with references, should be emailed to the address above.

**Tonya Williams**

Director of Clubhouse Operations

Tel: 336.296.4638

inquiries

