



Catering/Member Engagement Manager – Hammock Dunes Club

Highly regarded as one of Florida's premiere, private, gated oceanfront clubs and situated within the Hammock Dunes Community, Hammock Dunes Club provides its members an all-inclusive "oceanfront state of mind". Located in one of the most desirable areas in Florida, HDC is directly on the Atlantic Ocean in beautiful Palm Coast, conveniently located between St. Augustine and Daytona Beach. Founded in 1989, Hammock Dunes Club features two distinct campuses each offering a signature golf experience as well as Clubhouse facilities. Food & Beverage programming as well as Member Engagement have always been a hallmark of HDC and their relevance remains a key for every member. Recognized as one of the premiere oceanfront communities in Florida, Hammock Dunes Club is committed to delivering the most consistent, high-quality member experience possible.

Position Overview:

The Catering/Member Engagement Manager is responsible for the successful delivery and execution of both member and guest events. Success is attained through timely interaction with HDC members as well as pro-actively managing all Hammock Dunes Special Events. Organizing, securing and communicating all relevant information to appropriate parties is an essential priority of the position. The Catering/Member Engagement Manager reports to the Food & Beverage Manager and will coordinate with all F&B Management including the Executive Chef.

- Develop and oversee HDC Event Calendar.
- Set the example by pro-actively promoting member engagement.
- Meet with members to organize all private and Club sponsored events.
- Coordinate with Executive Chef on menu development, pricing and event layout.
- Coordinate with Food & Beverage team on event set-up.
- Perform final walk through with all stakeholders prior to event.

- Maintain accurate event information from originating BEO through event billing.
- Follow-up with members following event to confirm satisfaction.
- Actively participate in continuing education.

Hammock Dunes Club Snapshot:

725 Members

\$3m Annual Food & Beverage revenues

80% ala carte, 20% event

2 Clubhouses

3 Dining Rooms

2 Lounges

Ballroom seating 150

Preferred Qualifications:

2-5 years in Catering or Banquet operations within a Private Club or High End setting.

Associate Degree in Hospitality preferred. Substantial industry experience in lieu of degree will be considered.

Team oriented personality willing to invest in member and team relationships.

Engaging personality comfortable being the face of the Club.

Passionate food & beverage professional seeking to drive the member experience.

Highly motivated professional seeking to elevate themselves and their surrounding team.

Salary/Benefits:

Salary is open and commensurate with experience befitting Hammock Dunes Club.

Complete Club benefit package including bonus and professional association.

Please submit your letter of introduction and interest including resume to:

Timothy F. Timlin, CCM, CCE, CAM

General Manager/COO

Hammock Dunes Club

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www.hammockdunesclub.com