



Job Description

Position Title: Catering Manager

Reports To: Director of Catering

Classification: Exempt

Yacht Club (LYC) is a well-established Member-owned and family-focused private Club in Fort Lauderdale, Florida. We are currently under construction of our new clubhouse anticipated to open later summer, 2020. Nestled between a quiet residential community and the serene, beautiful Intracoastal, you will find a Club rich in tradition, with exceptional facilities and service. The Club has been involved in all aspects of sailing, yachting, and boating but has expanded into a full-service Club. Services includes fine dining, social activities, and a booming tennis program. Our membership of approximately 1000 members enjoys several dining options throughout the week and year whether it is themed dining nights, holiday events or just a casual lunch or intimate dinner in one of our several dining rooms. Lauderdale Yacht Club will continue to grow and prosper with its interesting history, rich tradition, modern flair, and above all, its loyal Members. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premiere yacht clubs and has enjoyed the prestigious "Platinum Clubs of America" status since 2018. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, Olympic sized Swimming Pool, five Har-tru Tennis Courts, Fitness Center, and Locker Rooms. Annual gross revenues are \$8.2 Million with food and beverage revenues of \$3.9 Million.

Mission Statement

Lauderdale Yacht Club is a premier private yacht club, providing a family friendly experience for its members and guests while promoting sailing and seamanship.

Position Summary:

LYC is seeking an experienced Catering Manager who will be responsible for assisting the Director of Catering with day to day catering services including, but not limited to, promoting the Club's facilities for private functions, banquets, business and social meetings, club sponsored events and other Member related activities. The Catering Manager will assist with all aspects of booking Member functions including pre-planning meetings, BEO creation, marketing and communications, event execution with the banquet staff, billing and follow up. This position works in conjunction with the Director of Catering, Executive Chef, Executive Sous Chef, Sous Chef, Clubhouse Manager, and Food and Beverage Manager.

Job Tasks/Duties:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Catering Operations:

1. Answers catering department incoming calls, documents all event inquiries and maintain master event calendar. Maintains detailed up-to-date event files and documents all conversations, orders, special requests and contracts.
2. Assists with the planning and coordinating of private member events and club events.
3. Prepares comprehensive event orders and contracts according to clients' requirements and department standards.
4. Ensures that all service staff is informed of all events in order to properly promote and discuss them with the members.
5. Conducts a line up with service staff based on the function sheets.
6. Works with culinary team to plan all menus and assist with catering/club events.
7. Ensures accurate set up for all banquet and club functions. Flip the rooms when needed.
8. Greets Members and guests in all areas of the club.
9. Attends staff meetings to communicate any on-going concerns or upcoming events.
10. Provides two-way communication and nurture an ownership environment with emphasis on motivation and teamwork.
11. Understands employee positions well enough to perform duties in employees' absence.
12. Prepares the layout, display, and decorations of special events and functions.
13. Meets weekly with Catering Director to review operations efficiencies and concerns.
14. Maintains a Bi-Weekly BEO Report.
15. Learns Northstar system and assist with distribution of BEO's. Assist Director of Catering with office details.
16. Sets up banquet bar liquors, inventory sheet and closing paperwork.
17. Works with other Food and Beverage Managers to learn all aspects of ala carte dining, to include closing of the clubhouse.
18. Assists with daily supervision of service staff. Helps to establish high standards of service and implements training procedures to ensure excellent service.
19. Assists with all Club functions.
20. Orders all Linen for Events.
21. Conducts quarterly inventory for china, glass, flatware, linen banquet tables and chairs and updates inventory file.
22. Completes a thorough walk through of all dining areas at the beginning and the ending of each shift. Make sure all the rooms are Member ready at all times.

Member Service:

1. Works with members and other departments to plan and execute all club special events at the highest level.
2. Provides services that are above and beyond the expectations of member satisfaction.
3. Develops positive working relationship with members and existing clients for repeat business
4. Takes proactive approach when dealing with client and member concerns.
5. Responds in a timely manner to member's catering department requests and calls.
6. Takes an active role in service and remains visible in rooms and ensures service staff is providing attentive service at events.
7. Helps develop special club events.
8. Assists with floor plans for Private Functions and Club Events.

Financial:

1. Maintains awareness of the financial goals for the Food and Beverage Department. Monitor and implements actions necessary to assure the budgeted goals are attained.
2. Assures that standard operation procedures for revenue and cost control are in place and utilized.
3. Bills all functions the night of the event.

Housekeeping:

1. Works with Housekeeping Staff in maintaining the Club's appearance, upkeep and cleanliness.
2. Completes maintenance request forms and provide to Clubhouse Manager as needed for repairs.
3. Conducts a thorough walk through of all dining areas at the beginning and the ending of each shift. Makes sure all the rooms are Member ready at all times.

Education and Experience:

1. Minimum of two years catering experience required with private club experience preferred.
2. Bachelor's Degree in Hospitality or related area preferred.
3. Florida Food Manager Certified and Safe Serve Alcohol Compliance Certification.
4. Experience with NorthStar POS System preferred.
5. Proficient with Word, Excel, and Power Point.
6. Have valid CPR Certification or will obtain within six months of employment.

Physical Demands:

1. Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
2. Push, pull or lift up to 50 pounds.
3. Continuous repetitive motions.
4. Work in hot, humid and noisy environment.

Other:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Lauderdale Yacht Club offers an attractive and competitive compensation and benefits package including medical, dental, vision and paid life insurance, PTO, 401k Plan with match, and supports professional education. Lauderdale Yacht Club is a Drug Free Workplace. Background Screening and Drug Testing is required. Interested professionals who meet or exceed the established criteria are encouraged to submit a **Resume and Cover Letter** to:

Dawn Dierkes, SPHR, SHRM-SCP
HR Director
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