



CATERING AND EVENTS MANAGER

Location:

Mariner Sands Country Club, Stuart, Florida

About Us:

Mariner Sands is a luxury private club offering premier amenities, including two golf courses, tennis, pickleball, croquet, a fitness center, and a spa. A new 50,000 sq. ft. clubhouse, opening in 2025, will elevate our offerings even further.

Job Overview:

Manage and coordinate social events, holidays, and club-sponsored functions. Work closely with the Food & Beverage team to ensure smooth event execution, maintaining high standards of service, cleanliness, and member satisfaction.

Responsibilities:

- Create, plan, and manage the club's event calendar
- Collaborate with F&B leadership to meet budget goals & ensure successful events
- Liaise between departments to execute events
- Coordinate with Executive Chef and F&B Director
- Assist with dining room operations during slower periods
- Maintain accurate event documentation and forecasts
- Ensure compliance with club policies
- Lead event planning for the new clubhouse's grand opening
- Work with members on private events at the Clubhouse to ensure member satisfaction
- Other duties as assigned



**Requirements:**

- 3+ years in hotel catering sales and/or event coordination
- High school diploma (college degree preferred)
- Strong communication skills (written and verbal)
- Proficient in Microsoft Office; knowledge of ClubEssentials, Jonas, Basecamp, and Canva is a plus
- Country club experience preferred
- Knowledge of F&B and event planning

Physical Requirements:

- Ability to work indoors/outdoors in varying conditions
- Ability to lift up to 30 lbs intermittently

Schedule:

Flexibility to work early mornings, evenings, weekends, and holidays.

Additional Information:

Type: Full-time, Year-Round, 401k and Health Benefits and paid vacation.

Compensation: Commensurate with experience

How to Apply:

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in the position to Cameron Hayes, Assistant General Manager, Chayes@MarinerSands.com. Please include "Catering and Events Manager" – {Your Full Name} in the subject line. Phone calls are also welcome (205)600-9985.

Mariner Sands Country Club is an equal-opportunity employer.

[Click here for full job listing and additional information.](#)

