



Events and Catering Manager

The Club at Mediterra, an extraordinary private club located in Naples, Florida is seeking an Events and Catering Manager to join our team.

Special Club Features

The Club at Mediterra is a premier, member owned, residential club located in Naples Florida. The 1,700-acre community and Club have earned a reputation and has been acknowledged as one of the finest in the country. The active membership enjoys Club amenities that includes two championship, Tom Fazio designed golf courses, a learning center, a full-service beach club, spa and fitness center, and bocce, tennis and pickleball courts.

Beyond its acclaim for world class golf, the Club has been nationally and globally recognized as a Top 50 Platinum Club of America, a Distinguished Emerald Club and was the first golf club to be named an Audubon International Silver Signature Sanctuary.

Job Summary

Successful candidate will assist the Director of Events & Catering in the planning and execution of all events and caterings. Candidate should possess great interpersonal skills, creativity towards event innovation, have a keen eye for details and adapt to changes well. All duties and responsibilities of this position shall be performed at the highest standard with a focus on member and client satisfaction.

Candidate Qualifications:

- Minimum of 2 years' experience in high-end private club or hospitality industry
- A Bachelor's Degree from a four-year university or college is highly desirable, preferably in Hospitality
- Proficient in the use of Microsoft Office, Outlook, Word, Excel and Publisher
- Excellent interpersonal, verbal and written communication skills; ability to communicate effectively at all levels both internally and externally
- Display the ability to simultaneously manage a high level of detail across multiple projects and or events
- Demonstrate flexibility and quickly adapt to changes while maintaining high levels of productivity and effectiveness under pressure
- Able to work well within a team environment
- Able to work flexible hours, including nights, holidays and weekends
- Must have a valid driver's license
- Must be able to lift and or carry 20 pounds

Summary of Duties and Responsibilities, duties include but are not limited to:

- Support Director of Events & Catering with managing all aspects of event and catering related planning, including communication between departments and vendors

- Audit and evaluate function sheets against actual room set up
- Maintain past and potential client files for future bookings
- Support members in all arrangements for special event requests
- Assist members in arrangements for special dinner requests
- Create and assure completion of banquet event orders (BEOs)
- Be a point of contact with vendors for delivery/set up and take down of rental items
- Develop room layouts for banquet item placement and related function details
- Assist and be present in the greeting and serving of guests
- Act as the liaison between kitchen, service and management staff
- Perform special projects as assigned by the Director of Events and Catering
- Participate in pre-function meetings to ensure smooth, efficient service

Schedule

This position requires a flexible schedule that will include the ability to work some nights, weekends, and holidays.

Benefits

- Salary commensurate with experience.
- Annual Bonus Performance Incentive
- Benefits package includes: health, vision, dental insurance, 401(k) matching, Paid Time Off (PTO), Paid Holidays, Short and Long-Term Disability, Voluntary Life insurance, affiliated membership dues and continued education assistance
- Relocation expenses and mortgage assistance plan

The Club at Mediterra is proud to be the nation's first residential club to earn 2 Star Green Restaurant certification, be designated a Blue Zone employer and one of Southwest Florida's leading companies. The Club at Mediterra is an Equal Opportunity Employer and a Drug-Free Workplace. This organization participates in E-Verify.

This position is available immediately.

Please send resumes to:

Carcy Larrabee

Director of Events & Catering

CarcyL@clubmediterra.com