



## **Catering & Private Events Manager**

### **The OAKS CLUB:**

A jewel on Florida's peaceful Sun Coast close to downtown Sarasota, The Oaks Club is the embodiment of beauty and vitality. This private, member-owned Platinum country club offers the finest of amenities. The most attractive feature of The Oaks Club, however, is its celebrated social calendar and community life. Members come from all over the United States and throughout the world to reside in one of three gated communities. This diverse Club is ideal for those seeking the finest location, an enviable lifestyle, and exceptional, sustainable value. The Oaks Club is very seasonal with high demand from the months of October through May with over 3 million in Food and Beverage Revenues.

### **Full Job Description: Catering and Private Events Manager**

The Catering and Private Events Manager is responsible for planning, coordinating, and executing all Club events while promoting the Club's facilities for private functions to members. This role collaborates closely with the Assistant General Manager and Executive Chef to design the Club's social calendar, planning, and menus, ensuring outstanding member experiences.

Key responsibilities include managing all aspects of events, from entertainment and décor to budgets and Banquet Event Orders (BEOs). The Catering and Private Events Manager also works with the Catering and Private Events Coordinator and must maintain clear, professional communication to ensure seamless execution of all events.

This position plays an integral role in weekly planning meetings with the Front of House leadership and culinary teams to confirm event details and uphold high standards of service and food quality. A strong team-oriented approach is essential, as the manager leads front-of-house event staff, conducts pre-shift briefings, ensures proper event setup and service per BEOs, oversees event execution, and ensures accurate member billing and post-event breakdown of dining venues.

This is a hands-on leadership role that requires strong organizational skills, positive attitude, attention to detail, and the ability to deliver exceptional events in a fast-paced, member-focused environment.

### **Job Knowledge, Core Competencies and Expectations:**

- Knowledge of food and beverage operations and principles of promoting products and services.
- Must want to work in a team environment, and the ability to be adaptable
- Must have a positive attitude and ability to communicate effectively both orally and in writing.
- Must be proficient in computer skills including Microsoft Outlook, Word, Excel, Publisher, as well as POS experience
- A four-year college degree, preferably with a concentration in hospitality, 5 years' experience in private clubs or hospitality venues (Preferred) and a minimum of 3 years of entry level management (Preferred)
- Knowledge of food and beverage operations and principles of promoting products and services
- Ability to assess members' needs and evaluate their satisfaction following the function.
- Be an ambassador of the Club and its associates
- Work with members to plan private events, including menus, entertainment, theme, decorations, and other aspects that best meet their needs and will exceed their expectations; obtain pertinent information needed for planning
- Coordinate all events with Food & Beverage Managers and complete all banquet event orders (BEOs)
- Have all BEOs and floor plans completed prior to the day of the event with confirmation from the host
- Assume the responsibility of manager-on-duty for each event

#### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Be able to work a flexible schedule including weekends, holidays, late nights and early mornings.

A competitive compensation will be based on experience, as well as a benefits package which includes employer paid medical, dental, and vision insurance, 401-(k) saving plan and paid time off.

**Interested candidates should submit a compelling cover letter and resume for consideration.**  
Please respond to:

**LynnRae Allain**  
**Director of Human Resources**  
[lallain@theoaksclub.com](mailto:lallain@theoaksclub.com)

The Oaks Club is an EEO & Drug Free Workplace Employer.