



To apply, please visit: www.standrewscc.com

Or email: kwiswall@standrewscc.com and fdavis@standrewscc.com

Description:

Directly oversees the solicitation, promotion, and planning of functions and events in the Catering and Social Events Department; including but not limited to directing, coordinating, design, setup and promotion of these events by developing new innovative activities and programs and suggesting opportunities to enhance existing programming. The Director works with FOH team, Engineering, Kitchen and other departments to ensure that the members' and guests' expectations are exceeded and events are executed flawlessly.

Position Responsibilities:

- Plans, promotes, and generates enthusiasm and interest for the club's diverse programs in the various departments; coordinates the efforts of member volunteers and the club's staff.
- Arranges and maintains the Master Calendar; communication between staff, members, departments, and committees regarding any perceived or real conflicts, changes, suggestions, etc.
- Organizes and expedites flow of work, follow up on pending matters, communicates and interprets instructions, and communicates information to members and/or staff through email, BEO's, meetings, diagrams and memorialized conversations as applicable.
- Assists Members with menu planning, food and beverage coordination, table arrangements, decoration options, arrange all details of catering and Club Events to include room set-ups, staging, lighting, audiovisual, traffic flow, menus, décor, entertainment, function space blocks, and approved method of payment. Oversee outside vendors and décor suppliers.
- Oversees live entertainment such as lounge musicians, bands, etc.
- Working with Marketing & Sales team, creates Marketing and Communication information for the membership in a timely manner.
- Plans group tours for members; serves as a guide when appropriate.
- Arranges classes for members on a wide range of topics on cultural events, educational and special events.
- Keeps an accurate history file of each event to include:
 - Photo history of setup, decorations, etc.
 - BEO history
 - Event "post-mortem"
- Writes follow-up correspondence
- Liaisons between vendors and members regarding functions and events.

- Serves as the club's liaison with the respective committees.
- Responsible for overseeing the set-up of all functions and events (internal and external); assists in planning all arrangements required for member functions such as private parties, outside events as well as social events (golf, tennis, bridge, house, etc.); assists all members in every phase of function and event planning (vendors, décor, rental, equipment, etc.)
- Collaborates with Chef in the creation of menus for all functions and events requiring food & beverage with an understanding of BOH production
- Responsible for arranging and distributing all the necessary information to the respective departments in a timely manner.
- Responsible for all billing for functions and events the day of the event.
- Collaborate with the Director of Club Operations on the execution of functions and events.
- Direct the catering sales effort to ensure revenue maximization with a working knowledge of food and beverage and understanding of kitchen and banquet service procedures.
- Effectively cost and price events based on Board established budgets
- Manage employee relations encompassing staff recruitment and performance evaluations and payroll.
- Direct the day-to-day activities of the catering team.
- Develop, train and motivate a catering team that is responsible for developing new accounts, maintaining existing accounts, and implementing catering strategies to achieve catering revenue goals and maximize profits for the Club, while maintaining members satisfaction.
- Achieve budgeted revenues and Club sales goals
- Review daily posting of charges, resolve any discrepancies in a timely manner.

Knowledge, Skills, and Abilities:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Strong sales ability
- Management experience required
- Private Country Club or luxury resort/hotel background preferred
- Established contacts and relationships with décor, entertainment, and various vendors
- Proficiency in Microsoft Office and various job-related software
- Must be able to work evenings, weekends, and holidays
- Must possess the ability to direct multiple events, staff and venues
- Highly Organized
- Requires a "servants heart" with the understanding that service is the product

Education and Experience Requirements:

- Minimum of eight (8) years in Catering and/or Social Events background in a high volume environment, preferably in Country Clubs.
- Minimum of four years' experience required in a supervisory/managerial role

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, talk or hear, taste or smell. The employee is occasionally required to stoop, knee, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Compensation:

Salary is commensurate with experience.

This is a full-time position eligible for full benefit package.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

About St. Andrews Country Club

St. Andrews Country Club of Boca Raton, a resident-only Platinum Club of America and a Distinguished Emerald Club of the World and ranked in the Top Ten of America's

Healthiest Club's is also internationally recognized for magnificent estate residences, recently completed \$17.5 million renovations as part of a three-phase Club Improvement Plan. The Club features superior amenities, two 18-hole championship golf courses, including an Arnold Palmer Signature Design®. The club offers a comprehensive Golf Performance Center with indoor hitting bay and private practice area. Aaron Krickstein, formerly ranked #6 in the world, oversees a full tennis program, 15 clay tennis courts, including a European red clay court. The Club also features a full-service spa and fitness center and a 125,000 square foot completely remodeled Clubhouse with four unique restaurants. A brand-new Recreation & Aquatic Center features three pools, poolside dining, Splash Club and state-of-the-art playground equipment and air-conditioned game room. St. Andrews has played host to numerous PGA golf exhibitions led by touring pros and is the home course to LPGA Touring Professional and resident Morgan Pressel. For more information, please visit www.standrewscc.com or follow us on Facebook, Twitter, LinkedIn and Instagram.