



## **St. Andrews Country Club POA, Inc.**

### **Job Description**

<b>Job Title</b>	Banquet Manager
<b>Level</b>	Experienced
<b>Job Location</b>	St. Andrews Country Club POA - Boca Raton, Florida
<b>Position Type</b>	Full-Time Exempt
<b>Salary Range</b>	\$65,000 - \$95,000 based on experience
<b>Application Instructions</b>	Visit <a href="http://www.standrewscc.com">www.standrewscc.com</a> , navigate to the About Us section, and select Careers. Locate the Catering & Events Coordinator position from the list and upload your resume to apply.

### **Position Summary:**

The Banquet Manager will be responsible for the successful management of all events including set-up, service, and break down of events; while adhering to the highest standards set forth by the club reflected by staff appearance, hospitality, quality of service and cleanliness. Other responsibilities will include but not be limited to supervising and training banquet/event staff, supervising banquet/event execution; and assisting with other duties in other areas of the club, as needed.

### **Essential Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Acknowledge, greet and thank Members and guests in all areas of the Club.
- Take an active role in service daily. Remain highly visible during the event(s).
- Lead the pre-service Daily Line-Up. Ensure it is effective and informative with all necessary staff.
- Establish standards of "excellence" of service and implement training procedures to ensure excellent service.
- Work closely with Human Resources to interview and hire the best employees possible.
- Assure that effective training for new staff and professional development activities for experienced staff are planned and implemented.
- Coordinate the activities of Front of the House and Back of the House leading to an exceptional service and culinary experience for the Members.
- Maintain a Food Bible and Beverage Bible for staff. In addition, develop other training materials as needed.
- Inspect to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Address member and guest complaints and advise the Director of Catering and Events and other Managers about appropriate corrective actions taken

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**St. Andrews Country Club Property Owners Assoc. Inc.**

**17557 Claridge Oval W. Boca Raton, FL 33496**

(561) 451-4900 | [info@standrewscc.com](mailto:info@standrewscc.com) | [www.standrewscc.com](http://www.standrewscc.com)

- Maximize food and beverage sales by identifying and targeting sales opportunities through marketing including promotions and special events and by training staff on “up-selling.”
- Evaluate and supervise performance and dress codes. Carry out disciplinary action as needed, in accordance with the Club’s policies, working with HR and ensure that communication is open, concise, constructive and timely.
- Follow closing procedures including a thorough check out of service staff and event spaces (indoor and outdoor).
- Complete a daily manager’s report for the MOD of the next shift. Email end of shift reports to all pertinent staff. Maintain follow-up reports for major events and complete consumption billing within 12 hours of event.
- Lead the setup, and scheduling of banquet/event team.
- Assists with development of banquet staffing budget.
- Review the final setup inclusive of labels or service standards.
- Billing and toll event recaps.
- Identify requirements to strive for success and work with the culinary team to execute service for BOH and FOH

### **Knowledge and Skill Requirements:**

- Minimum of five years’ experience required in a supervisory/managerial role
- Bachelor’s Degree from a four-year college or university in Hotel/Restaurant Management preferred or equivalent combination of college and experience
- Private Club experience preferred
- Proven experience in fast paced service environment
- Computer skills with emphasis on Microsoft Office Products, to include, but not required: Club Essential, Social Tables and Caterease
- Excellent written and spoken communication skills.
- Multi-task oriented.
- Knowledge of workplace safety and legal procedures

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Work Experience Requirements:**

- High School Diploma or G.E.D. preferred.
- Minimum of 3 years of relevant food and beverage management experience, preferably in a private club, hotel, or resort setting.

### **Licenses or Certificates:**

- Florida Food Manager Certification
- Florida Safe Serve Alcohol Compliance
- CPR/AED Certification

### **Physical Requirements:**

- Ability to stand for a long period of time

- Must be able to sit, stand, crouch, stoop and kneel if needed
- Frequent walking

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle or feel objects, tools or controls, talk or hear, and taste or smell. The employee is occasionally required to walk, reach with hands and arms, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

**Compensation:**

Salary is commensurate with experience.

This is a full-time position eligible for full benefit package such as:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Company Paid Life Insurance
- Supplemental Life Insurance
- Company Paid Short Term Disability Insurance
- Company Paid Long Term Disability Insurance
- 401(k) Retirement Savings Plan with Company Match
- Paid Time Off

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 perform any other job-related duties requested by anyone 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 accommodate individuals with disabilities reasonably. 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 their health 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 Property Owners Association**

St. Andrews 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, is also internationally recognized for magnificent estate residences, recently completed \$17.5 million renovations as part of a three-phase Improvement Plan. The POA Association features superior amenities and two 18-hole championship golf courses, including an Arnold Palmer Signature Design®. The POA Association offers a comprehensive Golf Performance Center with an indoor hitting bay and private practice area. Aaron Krickstein, formerly ranked #6 worldwide, oversees a full tennis program with 15 clay tennis courts, including a European red clay court. The POA Association also features a full-service spa, 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, state-of-the-art playground equipment, and an air-conditioned game room. St. Andrews has hosted 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](http://www.standrewscc.com) or follow us on Facebook, Twitter, LinkedIn and Instagram.

### **Drug-Free Workplace**

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