



St. Andrews Country Club POA, Inc.

Job Title	Catering & Events Coordinator
Level	Experienced
Job Location	St. Andrews Country Club POA - Boca Raton, Florida
Position Type	Full-Time Non-Exempt
Salary Range	\$20.00 - \$25.00/hour based on experience
Application Instructions	Visit www.standrewscc.com , 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:

Assists the Catering & Events Department in the set-up and execution of all internal and external events. This position demands an independent thinker, someone with high energy, well organized, the ability to multi-task, and highly developed interpersonal skills. This individual is a representative of the club in its relationships with numerous internal and external constituencies.

Essential Responsibilities:

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

- Works with the Catering Team within the Food and Beverage Department on the planning, preparation and execution of events.
- Works with Club Directors and Managers for departmental event needs, along with the Executive Chef to create buffet food labels, banquet event orders (BEOs), room diagrams, etc., to ensure successful Club functions.
- Books all in-house meetings for internal departments and committees
- Prepares BEO packets for weekly Club Operations Team Meetings and emails the weekly BEO packets, upon approval to the Club Operations Team prior to the weekly scheduled meeting
- Prepares Graphic Design Request Forms for Children, Social and Cultural events and activities
- Receives and responds to all event related inquiries and details.
- Coordinates gate access for members, guests vendors and upcoming events.
- Organize and expedite flow or work, follow up on pending matters, communicate and interpret instructions, and communicate information to members and/or staff
- Complete and/or coordinate activities related to assigned projects; assist in establishing project timelines, action steps, status updates. Follow up, as appropriate, to ensure timely execution to meet established deadlines.
- Keeps an accurate history file of each event; writes follow-up correspondence
- Responsible for membership billing of all events and activities, as directed.
- Assists with the purchasing and rental of party supplies.
- Interfaces with members regarding problems, questions and miscellaneous matters.
- Communicates with members, co-workers, management and the general public in a courteous and professional manner.
- Attends management meetings to review policies and procedures, upcoming business and to continually develop quality and image of the food and beverage department
- Tracks new products and trends in food service and catering applicable to the club

- Greets guests and oversees execution of service on a routine basis
- Inspects to ensure that all safety, sanitation, energy management, preventative maintenance and other standards are consistently met.
- Ensures correct handling procedures to minimize china and glassware breakage and food waste.
- Supplement the monthly member correspondence with all pertinent club food and beverage information each month.
- Performs related duties as required or as requested by manager
- Required to work nights, weekends, and/or holidays as needed

Knowledge and Skill Requirements:

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 the essential functions.

The requirements listed below are representative of the knowledge, skill, and /or ability required.

- Proficient in Microsoft Office, with emphasis on Excel and Word
- Ability to learn cloud-based Catering and Event based software
- Organization skills and attention to detail.
- Exposure and experience with high-end clients is preferred

Education & Work Experience Requirements:

- Bachelor's degree (B.A.) or a minimum of two years of related experience in a high-volume environment or any equivalent combination of related education and experience. Previous club experience is preferred.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations with members and other employees of the Club.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

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 the essential functions.

1. Sedentary work: Ability to sit for long periods of time; Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.
2. Stooping: Bending body downward and forward by bending spine at the waist
3. Kneeling: Bending legs at knee to come to a rest on knee or knees
4. Crouching: Bending the body downward and forward by bending leg and spine

5. Reaching: Extending hand(s) and arm(s) in any direction
6. Standing: Particularly for sustained periods of time
7. Walking: moving about on foot to accomplish tasks, particularly for long distances.
8. Pushing: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
9. Grasping: Applying pressure to an object with the fingers and palm
10. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
Ability to lift at least 50 pounds
11. Fingering: Picking, pinching, typing or otherwise working, primarily with the fingers rather than the palm of the hand or arm as in handling
12. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips
13. Talking: Expressing or exchanging ideas by means of the spoken word; those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly
14. Hearing: Perceiving the nature of sounds with no less than a 40 db Loss @ 55Hz, 1,000Hz and 2,000 Hz with or without correction; Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machine parts
15. Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers
16. Visual Requirement: equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.
17. The worker is not substantially exposed to adverse environmental conditions (i.e. in typical office or administrative work). All job requirements are subject to possible modification by the Club as deemed necessary.

Compensation:

Compensation 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.

Drug-Free Workplace