



St. Andrews Country Club POA, Inc.

Job Title	Catering & Events Manager
Level	Experienced
Job Location	St. Andrews Country Club POA - Boca Raton, Florida
Position Type	Full-Time Exempt
Salary Range	\$55,000 - \$85,000 based on experience
Application Instructions	Visit www.standrewscc.com , navigate to the About Us section, and select Careers. Locate the Catering & Events Manager position from the list and upload your resume to apply.

Position Summary:

Promote the club's dining facilities for private banquets, business and social meetings, and other member-related activities. Develops contracts for and oversees all administrative and operational aspects of preparing and serving events. Work with the banquet and other departments to ensure that the guests' expectations are exceeded.

Essential Responsibilities:

- Promotes, advertises and markets the club's social event facilities and capabilities to all members
- Helps member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning
- Provides guest tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned
- Works with the Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts
- Suggests and helps guests plan menus in conjunction with the Executive Chef and/or other culinary personnel
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
- Inspects finished arrangements; is present to oversee the actual greeting and serving of guests
- Checks function sheets against actual room set-up; oversees personnel scheduling for special functions and may help supervise service personnel
- Reviews scheduling of banquet service staff for weekly schedule and employee meetings
- Handles client complaints promptly
- Maintains past and potential client files; schedules calls/visits to assess ongoing needs of prospective clients for catering services
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met

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- Helps guests with parking, entertainment, decorations, audio/visual, and any other requirements integral to events being planned
- Represents members' needs and interests on applicable club committees
- Obtains necessary permits for special events/functions
- Arranges prompt payment for all events
- Critiques functions to determine future needs and to implement necessary changes for increased quality
- Attends management meetings to review policies and procedures, upcoming business, and to continually develop quality and image of banquet and catering functions
- Tracks new products and trends in food service and catering applicable to the Club
- Ensures the security of valuables (club's, guests' and members' property) during catered events
- Assumes responsibility of manager on duty (MOD) when necessary
- Ensures that proper housekeeping and energy conservation procedures are always followed
- Performs special projects as assigned
- Sits in on Committee meetings in regards to planned club events that involve any food and beverage needs.

Reports to:

Director of Catering and Events

Supervises:

Catering Coordinator, Banquet Captains, Servers, Server Assistants, Bartenders

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
- 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

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- 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.

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, kneel, 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 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 or follow us on Facebook, Twitter, LinkedIn and Instagram.

Drug-Free Workplace

Application Instructions:

Please visit www.standrewscc.com and click on About Us then Careers. Click on the job title and upload your resume.