



Club Description

Founded in 1904, the mission of the Tampa Yacht & Country Club is to further the tradition of providing exceptional boating, recreational, dining and social experiences befitting our members and their families. The Club has 1,440 members and is very family oriented. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premiere yacht clubs and has enjoyed the prestigious "Platinum Clubs of America" status since 2003. The Club's membership is comprised of Tampa's social and business leaders. Club facilities include a 21,000 square foot Clubhouse with formal and informal dining rooms, member lounge, an elegant ballroom and three private party rooms. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, an Olympic Swimming Pool, Tennis Courts, a Pro Shop, Fitness/Aerobics Center and Locker Rooms. In addition to the Clubhouse, there is also an Equestrian Center and a 90 slip Marina. The club sits on Hillsborough Bay offering exceptional views. Historically, the Club is known among the area's clubs, high end restaurants and resorts for its exceptional food and service. Annual gross revenues are \$10 million with food and beverage revenues of \$4.2 million.

Position Summary

Tampa Yacht & Country Club in Tampa, Florida is seeking an experienced **Catering Sales Manager**, who will be responsible for coordinating catering and special events, including sales, planning, and execution of member and non-member events. This position works in conjunction with the Banquet Manager, Maître D' and Sous Chef and reports to the Director of Catering.

Essential Duties and Responsibilities

- Meets and plans future catering events with members and guests including social and corporate events while effectively communicating all information to operational staff for proficient execution of each event. All events should be planned from start to finish in a uniform manner.
- Provides tours of the facilities and discusses booking logistics, room options and menus with members and potential guests.
- Meets weekly with the Food and Beverage department to review upcoming events and parties, (BEO-Banquet Event orders) meeting; informs all necessary departments of any updates or changes.
- Prepares in advance and distributes all banquet events orders specifications and validates that all contractual obligations are being fulfilled prior to the event.
- Communicates any cancellations of events, new events, and last-minute changes to events with the food and beverage team.
- Maintains an accurate filing system for all future and past catering accounts.
- Preserves and blocks requested catering space in the catering system while following proper and accurate booking procedures.
- Operates within all guidelines, policies, standards, and constraints as established by the company.

Other Functions

- Shows presence for catering events to ensure that the service staff provides immediate and proper attention to the demands of each catering contract and/or member request.

- Attends the weekly Food & Beverage Staff Meetings and effectively communicates upcoming catering activity, while contributing suggestions and concerns that influence the club as a whole.
- Ensures management awareness to all guest related problems.
- Creates and maintain a good relationship with all staff members and managers by creating an atmosphere of friendly cooperation.
- Provides outstanding service to our members and their guests in a professional and courteous manner.
- Promotes the club to the membership for catering events.
- Completes the necessary floorplans, seating assignments and timelines needed.
- Completes and mails, emails or faxes all contracts and requested information to prospective clients in a timely manner.
- Orders all items or services requested by the event such as entertainment, linens, security, etc.
- Meets with vendors, and negotiates pricing to adhere to the budget
- This position guide does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested.

The successful candidate will possess good organizational and verbal skills in addition to being proficient in interpersonal relations and possessing skillful listening techniques that will aid in the interpretation of the members wants and needs. Proficiency in the *Social Tables* and *Clubessential Powered by Reserve Interactive* software is a plus. Impeccable and verifiable references required. All candidates will be subject to a comprehensive background review. Tampa Yacht & Country Club is a “drug free” workplace.

Tampa Yacht & Country Club offers an attractive and competitive compensation and benefits package. Standard club benefits to include health and dental insurance, vacation and 401(k) Plan. Interested professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume to Director of Catering Mariann DenBaas, 5320 Interbay Blvd., Tampa, FL 33611 or via e-mail to cateringdirector@tampayacht.com.