



Catering & Private Events Manager

The OAKS CLUB:

A jewel on Florida's peaceful Sun Coast close to downtown Sarasota, The Oaks Club is the embodiment of beauty and vitality. This private, member-owned country club offers the finest of amenities. The most attractive feature of The Oaks Club, however, is its celebrated social calendar and community life. Members come from all over the United States and throughout the world to reside in one of three gated communities. This diverse Club is ideal for those seeking the finest location, an enviable lifestyle, and exceptional, sustainable value. The Oaks Club is very seasonal with high demand from the months of October through May with over 2 million in Food and Beverage Revenues.

Professional Opportunity: Catering and Private Events Manager

The Catering and Private Events Manager will be responsible for the planning and executing of all events at the Club, promoting and selling The Club's facilities for private events. Coordinate with members and guests in planning and executing their special event.

The candidate will also work closely with The Director of Clubhouse Operations and the Executive Chef in planning the Club's social calendar events and menus. This position will book and manage all entertainment, decorating and budgets for the events. The Catering and Private Events Manager will manage all banquet event orders, meet and conduct on weekly basis with Food and Beverage managers to ensure all details and questions are answered.

Supervises F&B personnel to ensure consistent levels of quality service, proper set-up and service of the functions according to the detailed BEO sheets, ensuring quality control of room set-up, table settings and dining venue cleanliness. Ensure proper break down of dining venue for each event.

Works together with front of the house managers with team like atmosphere, continuous giving feedback on member comments regarding service and resolving issues to get better as a team.

Candidate qualifications:

Ideal candidates should have 3 to 5 years' experience in private clubs or hospitality venues with a strong food and beverage background, a background in sales, exceptional member service skills, be detail oriented, have knowledge of local and national event companies and be capable of assuring that financial goals (revenues and costs) are met. The candidate must be available to work days, evenings, weekends and holidays. Candidates require a polished, professional

manner and enthusiasm for the private club environment, possess excellent communication skills both verbal and written, must be a strong team player and able to work well with others in a cohesive work environment. The Catering and Private Events Manager will also need to be able to handle strong administrative duties including creating and updating BEO's and have proficient knowledge of the following software: Jonas, Microsoft Word, Microsoft Excel and Outlook.

A competitive compensation will be based on experience, as well as a benefits package which includes medical, dental insurance, 401-(k) saving plan and paid time off.

The Oaks Club is an EEO & Drug Free Workplace Employer.

Please respond to:

Please respond to:

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