



## **CATERING & BANQUETS MANAGER**

### **Club Summary**

Hideaway Beach Club is a private gated community situated directly on the Gulf of Mexico. The more than 300 acres of property, half of which are wetlands and conservancy, make Hideaway home to the largest concentration of native Florida Live Oak trees. Condominiums, beach villas, single family homes and vacant buildable lots frame the other 150 acres of the property. With boardwalks for nature studies at natural lagoons, shelling, fishing, a Sports Center complex and a Gulf front Beach Club that hosts an array of entertainment and exquisite dinners to satisfy any appetite, Hideaway Beach Club is an excellent place to call home.

### **POSITION SUMMARY**

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

***High Season runs mid-October through mid-May***

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organizes, plans, and assists in executing all club events, member private parties, weddings, and non-member banquets both on-site and off-site, for members.
- Promotes, advertises, and markets the club's social event facilities and capabilities to all members.
- Manages the meeting rooms schedule using Triple Seat software.
- Coordinates with Social Committee members on their interests for Luncheons, Speaker Series Topics, and Children's Events.
- 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.
- Manages event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and other special requests, etc.
- Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests.
- Manages client complaints.
- Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services.
- Helps develop catering and events budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Diagrams room layout, banquet item placement, and related function details.
- Update's weekly function information for all affected staff.
- Arranges proper event billing and vendor payments through the accounting department.
- Manages banquet billing and ensures prompt payment for all events.
- Maintains a database of post-event critiques 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.
- Performs special projects as assigned.
- Maintains current ServSafe Certification.
- Adheres to all policies and procedures, memos, and oral instructions.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Must be able to stand/walk for 8 hours; bend, push, pull, lift 30lbs.
- Must be able to see, hear and speak.
- Proficient in computer skills including POS systems (Jonas a plus), Word and Excel.

- Professional appearance appropriate for premier club.

## **Qualifications**

Candidates must have a minimum of 3 continuous years of experience working in a high-end venue such as Country Club or hotel setting. ServSafe Manager Certification is required. If a candidate does not hold this certification, they must be willing to obtain it within the first three months of employment.

## **Benefits**

Salary commensurate with experience – starting at \$70,000

Medical Insurance offering, covered 100% by employer

Basic Life & Long-Term Disability Insurance, covered 100% by employer

Dental Insurance

Vision Insurance

Teladoc

Paid Time Off

401k matching

