



Big Canyon Country Club
The Club's History

In November of 1970, One Big Canyon Drive became the official address of Big Canyon Country Club and the bulldozers began transforming the “big hole” into what would soon become an incomparable Club in Newport Beach, California. The parched canyon and rock-encrusted flood washes gave way to a new way of life that emerged as a benchmark of the California lifestyle.

The developers at The Irvine Company dreamed of creating a world envied California lifestyle of relaxed elegance and a golf course in the fine tradition of the best courses developed in the 1920's. On May 5, 1971, the dream became reality. The first one hundred golfers were welcomed on the golf course and the landmark event christened the first member-owned country club in California since 1958. The official grand opening came one month later June 16, 1971 and the Clubhouse facilities opened the week of April 2, 1972.

The unwavering commitment of the Club's member leadership and management to providing a first-class member experience resulted in approval of major enhancements. The golf course received major enhancements in 1998 and hosted the 2014 U.S. Senior Amateur. 2008 saw the beginning of a major clubhouse renovation project to prepare the Club for the upcoming years. In 2009, the 37-year-old Clubhouse reopened its doors after a yearlong renovation project led by Dave Ireland of Delawie.

This dedication to excellence endures today as the Club plans for the celebration of its 50th anniversary in 2021.



Director of Catering
JOB DESCRIPTION

Position Concept

The Director of Catering has the responsibility for the overall management of the day to day catering operations while working cooperatively with other departments. This position leads and directs the activities of the Catering Department. Responsible for the coordination, planning, and successful execution of all Banquet, Club Events, Tournaments and Dining Programs. Uses available and appropriate mediums of communication and resources to maintain and promote new business. Maintains Catering software and program information. Ensures the club's service standards are being delivered by the food and beverage service team, and that member satisfaction is achieved. Creates and applies relevant marketing principles to assure that the wants and needs of the club's members and guests are consistently exceeded.

Reports to: Assistant General Manager

The Position Supervises:

Catering Manager – Private Events
Catering Manager – Club Events and Tournaments

Specific Responsibilities (include but are not limited to):

Administration

- Maintains a working knowledge of Club policies and guidelines as outlined in the Big Canyon Country Club Employee Handbook and Club Rules.
- Leads and directs all activities of the Catering Department.
- Recruits, selects, evaluates job performance of catering staff; corrects, rewards and disciplines staff in a fair and legal manner.
- Develops Catering Team and encourages performance improvement and professional development. Holds Catering staff individually accountable.
- Responsible for the planning responsibilities of the department: calendars, deadlines, etc.
- Develops positive working relationships with members, guests, coworkers and vendors.
- Compiles financial forecast information and assists in development of catering budget on an annual basis.
- Compiles and manages various sales and other reports detailing the catering department operation.
- Begins annual budget forecasting in September of each year.
- Monitors expenses for Catering Department and plans purchases accordingly.
- Maintains discretion concerning publicity of Club or its members.
- Performs all reasonable requests made by management.
- Maintains club policies and established departmental procedures.
- Ensure proper check-in and billing for all club events.
- Ensures event contracts are completed by member host for all events in a timely fashion.
- Communicates with Assistant General Manager regarding catering office internal operations and performance.

Event Coordination and Execution

- Creates and updates the annual calendar of Club Events and Private Member Events while maintaining a balance between Private Events and Club Events.
- Maintains accurate event calendar to ensure there are no date conflicts or duplicate bookings.
- Oversees all party bookings at the Club to ensure Club policies are being followed and maintained. Uses best judgment in interactions with members and guests.
- Oversees and maintains Catering Software to ensure member and guest account information, menus, and inventory items are kept current and all catering and management staff is adequately trained to use the system. Focuses on maintaining an accurate record of events and contact information and makes notes that will assist booking of the event in the future.
- Maintains professional relationships with all outside vendors, party houses, photographers, florists, entertainment companies, etc., to ensure Club needs are met on a timely basis and at the best possible pricing. Uses established and proven vendors.
- Completes event Banquet Event Orders (BEO) and ensures they are delivered in a timely and accurate fashion. Ensures that Pop-up's are sent out immediately upon booking.
- Coordinates Christmas Decorations Contract for the Clubhouse and manages all deposits and final payments.
- Maintains all Clubhouse, Food & Beverage and Maintenance for Florals through preferred Floral Vendor

- Helps to coordinate Banquet menus with Chef by noting items that are not selling or suggesting items to that should be sold.
- Maintains an accurate historical file for all member and club events.
- Ensures check-in table duties for Club Events and pictures for Club parties are scheduled as needed.
- When booking large events, is on hand at the beginning of the meal time or if needed to facilitate details.
- Responsible for the Club event coordination in a fiscally responsible manner.
- Is hands on in working club events as necessary.
- Responsible for the club event budgets and the team's adherence to the budget.
- Develops creative ideas and marketing to increase attendance.

Marketing

- Continually seeks new business through contact of potential sales sources as permitted within the Club's bylaws. Implements on-going marketing activities by communicating the Club's banquet operations and capabilities to the membership.
- Seeks opportunities to increase member participation through effective planning, creativity, better marketing and execution in a fiscally responsible manner.
- Follows up with Catering staff and F&B Supervisors assigned to events to ensure all back up information for events is filed, follow up by phone calls and / or thank you notes are completed.

Committee Assignments

- Attends Social Activities Committee, Junior Youth Activities Committee, Speaker Series Committee.
- Performs special projects, i.e., framing, wrapping, addressing and other projects as required.

Member Satisfaction

- Informs Assistant General Manager of constructive feedback, member dissatisfaction, and staff problems immediately.
- Must have an outgoing personality with a service heart.
- Performs other duties as requested or required.
- Must be able to supervise and lead catering staff.

EDUCATIONAL REQUIREMENTS:

- College degree is preferred.
- Minimum of 5-7 years of Private Country Club experience.
- Must be able to read, write, speak and understand English.

WORKING CONDITIONS:

- Must be able to work in a busy environment while maintaining organization, attention to detail and optimal member service.

QUALIFICATIONS

Education

Bachelor's Degree from a four-year university or college is highly desirable, preferably in Hospitality Management

Experience

Minimum of seven years of catering experience with at least 3-5 years in a management or director level position

Other

Due to the cyclical nature of the club, Managers may be required to work varying schedules to reflect the business needs of the operation. Managers aim to satisfy the members' needs and create an environment where the members can create incredible life time memories for their friends and family, while cultivating a positive work environment for our staff.

Compensation

Competitive salary commensurate with experience and qualifications with an excellent benefits package.

Instructions on How to Apply

Please email your resume and cover letter to the contact information below.

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 Association of Club Catering & Event Professionals
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