



CATERING COORDINATOR POSITION OPEN IMMEDIATELY

The Beach Club is a private, member owned, equity club located in Santa Monica, CA. The Club lies on the sands just north of the Santa Monica Pier, directly off of the famed PCH (Pacific Coast Highway). The BC is known for its outstanding staff and member culture, as well as its staff tenure and multiple generations of member families. The Club is a “home on the beach” to all who visit it, an extension of their living room and an escape from the hustle and bustle of life in LA. The pillars the Club were founded on in 1923 remain the heart of the Club today: Family, Athletics, Social and Community.

The BC team creates fun, excitement and memories for its members and their guests. Every generation of member, from toddler to senior, is valued and equally important, and club programming reflects that belief. Personalized service is a hallmark of the Club, and is expected throughout the operation by all team members.

BC Quick Facts

- Annual Operating Revenues ~\$9MM, Total Revenues ~\$9.9MM
- F&B Revenues ~\$3.6MM
 - Multiple dining and bar venues with two kitchens
 - Banquets 400+
 - Club events approx. \$1 mil+
 - Private parties approx. \$500K
- ~ 750 Membership families
 - Regular Membership is full with a wait list
- ~95 Team Members Year Round, 125 in the Peak Summer Season
- ~42,000 Sq. Ft. Clubhouse set on two acres
 - FOH Renovation occurred in 2014-2015 and a significant BOH renovation is planned to begin in 2020

The **Catering Coordinator** is a key member of the BC Team, responsible for planning and leading member-related activities, both private and Club. Club events include, but are not limited to, meetings, Bridge, BCJV, Holiday and Social Parties. The Events Coordinator coordinates and organizes all events, staying within any budgetary constraints, and works with fellow team members to ensure Club events are properly advertised. The ideal Event Coordinator is a creative, organized, communicative and driven professional who possesses the desire to cultivate and develop a successful club catering and events operation.

The “Core Four” duties of the position are as follows:

- Plans all events, Club and private, in conjunction with staff, host and/ or appropriate Member Committee(s); assists in marketing all Club events to ensure maximum participation.
- Develops strong member relations through collaboration with Members and the Club’s Management team in order to ensure an outstanding Member experience.
- Researches and suggests new and interesting event related items (food, entertainment, setup, etc.) to enhance events, both Club and private.
- Maintains a visible, engaging presence in the clubhouse, especially during peak Member usage times.

RESPONSIBILITIES:

- Communicate effectively with those interested in hosting events at the Club, responding to all inquiries and correspondence within 24 hours.
- Anticipate Member and guest needs, acting promptly regardless of how busy.
- Give tours of the facilities and discusses booking logistics, room options and menus with potential event hosts.
- Plan all private events thoroughly and accurately ensuring the host's needs are met.
- Assist in planning all Club events, including budget, with appropriate staff.
- Ensure that all events/meetings are correctly set each day.
- Collaborate with event host upon arrival regarding proper set-up and event execution.
- Develop and proposes creative solutions to meet event requests as needed.
- Greet guests upon arrival and assists in directing them to the event area.
- Address Member and guest complaints and advises the Clubhouse Manager about appropriate corrective actions taken/ to be taken.
- Coordinate with outside vendors and professionals prior to the event, making introductions and ensuring that all arrangements are agreeable.
- Coordinate deliveries of scheduled event amenities with vendors.
Maintain complete knowledge of service requirements for each scheduled event, including particular characteristics of wines ordered, type of function, expected attendance, schedules hours of service, special arrangements, order of service and traffic flow and payment arrangements.
- Create, maintain and update all event related files and software.
- Create floor plans for private and club events and prepare Banquet Staff accordingly.
- Review sales for previous day and resolve discrepancies with Accounting. Track revenue of Club events against budget.
- Ensure billing and follow-up notes to event hosts are completed within 72 hours of event.
- Assist in developing annual budgets for areas of responsibility in conjunction with the Clubhouse Manager, General Manager and Controller.
- Responsible for all department invoices and expenses.
- Prepare P&L's for Club events as requested.
- Responsible for meeting or exceeding budget expectations of Club events.
- Prepare monthly event request report for the Board of Directors as necessary.
- Monitor the core calendar of regular and routine Club events and adapts as needed to meet Member expectations.
- Prepare monthly/weekly forecasts of event schedule.
- Meet weekly with the F&B managers to review upcoming events and parties, and updates all necessary departments of any changes or revisions.

SKILLS & EXPERIENCE:

- 3-5 years' work experience in a club setting in event planning preferred.
- Four year college degree in hospitality, communications or a related field, or requisite experience in lieu of degree preferred.
- Ability to effectively interact with Members, Guests and Staff at all levels of the organization.

- Computer skills to proficiently use Catering software (Reserve and Social Tables) Outlook, Word, Excel, PowerPoint and Publisher
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Ability to perform basic mathematical calculations swiftly and accurately.
- Ability to understand and carry out detailed written or verbal instructions independently.
- Ability to work a flexible schedule to include nights, weekends and holidays based on the needs of the Club.
- Familiarity with food and beverage cost controls.

REPORTING

- Position reports to the Clubhouse Manager

PHYSICAL DEMANDS

- Must be able walk up and down stairs; visit employees in all work areas; perform indoors and outdoors; repetitive motions; finger and motion dexterity to perform multiple tasks and office work; ability to lift 25 lbs. or more; grasping, writing standing and sitting.

GROOMING

- All employees must maintain a neat, clean and well-groomed appearance per club standards. Professional business attire required.

COMPENSATION:

- Salary commensurate with experience;
- Operational bonus potential & Christmas bonus;
- Medical and dental benefits,
- Outstanding 401(k) opportunities
- Limited use of club facilities.

Interested candidates are asked to submit a resume and cover letter to:

Christopher Boettcher
General Manager
The Beach Club
christopher@thebc.org