



## **Catering Coordinator**

### **Job Summary:**

This sales support position is responsible for the coordinating aspects of private event and member functions held at the Club, along with maintain an operational component that over see many day of event responsibilities. This role will report directly to the Assistant General Manager while working in conjunction as support personnel with the Clubhouse Manager.

### **Essential Duties and Responsibilities:**

- Organizes corporate events/meetings/trainings, wedding receptions, rehearsal dinners, and personal milestone events and other events such as holiday parties, celebrations of life, school athletic banquets, and fundraisers.
- Coordinates the details for all club & member events including tournaments, holidays and special food & beverage events.
- Works with and solicits new customer relationships while maintaining existing relationships
- Acts as an ambassador for the club, fostering relationships with individuals & corporations who book events to maintain repeatable and predictable business while prospecting for new events.
- Heightens awareness externally within the community from the club to bridal shows and other public events.
- Is a positive role model in both social media formats and public forums by being active and showing consistent participation in all public facing opportunities.

### **Additional Responsibilities:**

- Works closely with the Executive Chef when designing custom menus and coordinating with the entire management team to communicate and execute events.
- Leads weekly Banquet Event Order Meeting and participates in monthly 30/60/90 day planning meetings
- Participates in weekly Management Meetings
- Other duties may be assigned by management

### **Minimum Qualifications and Skill Requirements:**

- College degree preferred or 3 years of related experience in event coordination preferably in golf/hospitality/service industry, or equivalent combination of education and experience
- Must have a positive, engaging, and team-oriented view on the workplace.
- Proficient in computer software including Microsoft Word, Excel and CRM (Reserve preferred)
- Solid time management, organization and prioritization skills; ability to work with little or no direct supervision
- Excellent customer service orientation and focus on customer satisfaction required
- Strong leadership and people skills, plus the ability to build and foster a team environment desired
- Valid driver's license required

### **Compensation:**

Competitive Salary, Paid Vacation, Health Care and Welfare Benefits such as Life Insurance, Medical Plans, Dental Plans, Flexible Spending Accounts and 401(k) Savings Plan

Please send resume and cover letter to Leslie Ludlow, Assistant General Manager (lludlow@glendoracountryclub.com). No phone calls please.