



Banquet Manager

Menlo Country Club (MCC) in Woodside, CA, is seeking a Banquet Manager. Established in 1904, Menlo Country Club is one of the finest private country clubs on the San Francisco Peninsula. The Club boasts an 18-hole championship golf course, clubhouse, tennis courts, swimming pavilion and pro shop. MCC has an active membership who uses the Club for socializing and special events.

SUMMARY

The Banquet Manager assists the Food and Beverage Director and Food and Beverage Manager with all aspects of MCC's Food and Beverage services; primarily focused on catering, special events and also assists with a la carte Member dining.

RESPONSIBILITIES

Sets appointments with Members and Guests, and coordinates all Member Events and Club Events from start to finish.

Interacts and builds strong relationships with the MCC membership.

Attends Social Committee meetings, Tournament Committee meetings and others as requested by the Director of Food and Beverage.

Communicates event information to other departments by Banquet Event Orders (BEO's) and weekly meetings; creates all BEO's using Jonas.

Works with the Food and Beverage Director to schedule and coordinate personnel requirements for all Club functions.

Inspects completed room arrangements; present to oversee the actual service and greeting of Members and Guests for all events.

Assists with A La Carte Dining during peak hours.

Assures the correct appearance, cleanliness and proper set-up of the dining rooms used for each event. Provides a detailed schematic for every event.

Checks the maintenance of all equipment in the dining rooms and reports deficiencies to the Director of Food and Beverage.

Develops detailed side work, timeline and assignments for staff for each event.

Holds pre-function meetings with Front of House staff to ensure smooth, efficient service.

Makes suggestions and develops improvements in banquet service procedures and layout.

Assists in the preparation of the annual budget and monthly forecast to increase the profitability of the banquet operation; monitors performance against budgets.

Handles Member and Guest complaints and informs the Food and Beverage Director of such.

Designs special Club events and decorations.

Prepares billings and a thank you letter for each event and delivers to accounting office in a timely manner.

Performs all reasonable requested work from Food and Beverage Director, Food and Beverage Manager or General Manager.

Willing to work any position in the Club to assure top-level Member experience.

REPORTS TO

Food and Beverage Director

QUALIFICATIONS

Knowledgeable of Food, Wine, Beer and Spirits.

Experience with menu development.

3 to 5 years or more experience in a similar role.

Proven success building a team of competent professionals who are adaptable and positive.

Must possess excellent oral, written, and interpersonal skills.

Must possess the ability to interact with members and staff on all levels in a professional, positive, and friendly manner.

Position requires a highly professional demeanor, adaptability, flexibility and adherence to a strict level of confidentiality.

Ability to adhere to food service policies, procedures, and safety and sanitation.

Ability to comprehend and carry out instructions.

Ability to work as a team player and maintain a professional appearance at all times.

Ability to work all shifts, days, nights, weekends, and holidays.

Experience with using Jonas a plus.

HOW TO APPLY

Please send cover letter and resume to Director of Food and Beverage, James Shafer, at JShafer@menlocc.com.