



ORINDA COUNTRY CLUB

Catering and Events Manager

Founded in 1924, the Orinda Country Club is a private club rich in tradition that offers its members and their families premier golf and other recreational facilities with the commitment to provide service that exceeds expectations. Nestled in the Northern California hills of Orinda, you will find a beautiful full-service, family oriented private club located 20 miles east of San Francisco in the sunny East Bay. The Club includes a Willie Watson designed golf course, 8 tennis courts, a Fitness Center, state-of-the-art pool facility, and an incredible Food and Beverage experience.

We currently have an opening for a Catering and Events Manager. This position is responsible for the planning, supervision, and implementation of all phases of the Club's member and guest banquet events including dinner dances, weddings, business meetings, golf tournaments, and Club social events. The ideal candidate will have a sharp eye for detail, a genuine sense of hospitality, organization skills and a desire to work with a team of dedicated professionals.

Duties & Responsibilities

1. Consult with members and guests focusing on providing genuine hospitality. Anticipate guest needs with a focus on exceeding expectations. Direct the set-up of all functions to ensure member and guest satisfaction and in a manner that will maximize the profitability of the catering department. Strong focus on follow up and communication.
2. Prepare all catering contracts in accordance with established procedures. Have a forward-looking mind set and anticipate guests needs.
3. Consult and communicate regularly with the Golf Pro Shop, Tennis Program, and Pool Operations, and Clubhouse Manager regarding upcoming functions at the Club.
4. Give the proper direction and instruction for service of food, beverage and table arrangements for each banquet function to the banquet staff. Ensures that all instruction for service as well as set up of tables are completed in a timely manner and in accordance with the specifications of each function.
5. Work closely, hospitably, and cooperatively with the Facilities Manager for the proper setting of tables, chairs, stages, audio visual equipment, linen orders, outside set-up requirements, and special maintenance requests.
6. Work closely, hospitably, and cooperatively with the Clubhouse Manager concerning hosted or non-hosted cocktails, wine, beer, or any other beverages. Discuss any staffing needs or special arrangements with regards to time and location. Ensure that all instructions are understood focusing on flawless execution and follow through.
7. Work closely, hospitably, and cooperatively with the Executive Chef to get accurate counts and seasonally correct menus. Inform the Chef immediately on any last-minute changes. Communicate all aspects of the menus to ensure that all the information is understood by the Culinary Team.
8. Works closely, hospitably, and cooperatively with the Activities Committee for all Club functions. Ensure that all details of the function are communicated and understood by the committee and Club staff. Stay informed of all membership functions including but not limited to holiday events, special dinner dances, cocktail parties, and club tournaments.

9. Maintain accurate records of each function focusing on the inclusion of details to make subsequent events even more successful. Forward legible copies to appropriate management personnel. Keep on-going files of all events for future reference and follow-up.
10. Calculate and prepare billing for each function and forward all information to Accounting Department following each function. Communicate with the Clubhouse Manager to ensure all food and beverage tallies are accurate and in accordance with the guarantee. Respond to questions and concerns about billing and inform Accounting Department of any discrepancies.
11. At all times project a favorable image of Orinda Country Club and its employees to promote the Club's objectives as well as foster and enhance public recognition of the Club's operations. Always maintain a friendly, hospitable, and helpful attitude with guests and employees.
12. Perform all related duties as required or requested.
13. Assist the Facilities Manager to maintain a safe and healthy work environment. Maintain awareness of the procedure for evacuation in case of an emergency such as fire or earthquake. Has procedural meetings with staff on the course to follow in any emergency. Advise and counsel on safe working habits and discourages any action which could cause an injury.
14. Understand pricing and market conditions to make competitive decisions.

Qualifications

- Some college education preferred.
- Working knowledge of Word, Excel, Club Management Software and Point of Sale.
- Experience in food and beverage preparation and service.
- 3-5 years of progressive experience in reputable restaurants, resorts, hotels, or country clubs.
- Strong hospitality, communication, organizational, and time management skills are essential for success.

We offer a competitive salary and excellent benefits including 401(k) matching.

If you would like to be considered for the position, please email your resume with your salary requirements, in PDF Format, to Dawn Ponce in Human Resources at dponce@orindacc.org. Please save your file in this format please: Last Name, First Name, Catering and Events Manager, Date