



San Luis Obispo Country Club

NOW ACCEPTING APPLICATIONS FOR: Banquet and Events Manager

San Luis Obispo Country Club is a private, member owned, equity club located in San Luis Obispo, CA. The Club has 160 acres of pristine golf, with unbelievably pure greens and is set in a picturesque setting on the Central Coast of California amongst vineyards and the 7 Sisters mountains, 8 miles from Pismo Beach. SLO Country Club offers a wonderful, modern day, Mediterranean clubhouse built in 2000 and has continued enhancing it with additions in 2010 and 2012. The Club offers a newer 5,000 sf Fitness/Wellness Center (2012) providing our members the finest in equipment and fitness class opportunities, as well as spa treatments and massage therapy. The Club also built a Children's Activity Center in 2012 for childcare and the recreational needs of our young families. SLO Country Club added 2 beautiful new competition style bocce courts in 2015 moving the Club forward. The Club also boasts an exciting pool facility with 4 lap lanes, open swim area for families, L-shaped pool, splash pool for kids and poolside dining. One of the most breathtaking areas is our tennis facility, set amongst the trees and rolling hills, with 6 world-class tennis courts, 2 pickleball courts, brand new LED lighting throughout and newly resurfaced courts in 2017.

SLO Country Club attracts both young families (millennials), Gen-X and Baby Boomers enjoying one of the most desirable locations on the West Coast to retire and aspire for a better quality of life. The Club continues to attract the leaders of all industries across the country, as it is not only an incredible place to call home, but an outstanding choice for a second home less than 10 minutes from the beautiful beaches of the California central coast. A simple policy the Club invokes, each staff member is trained to smile and welcome the members and their guests within 5 feet of first contact and to always open the doors and have a member first mentality. SLO Country Club has a casual elegance that the members are fond of and the staff is both personable and professional, more like an extended family, rather than the Ritz Carlton feel. Our mantra is "Where Wine Country Meets the Coast and the SLO Life Begins". If this sounds like you, come join our team.

SLO Country Club Quick Facts

- Annual Operating Revenues ~\$8.3M
- F&B Revenues ~\$2.875M
- ~730 Memberships
 - Equity Golf, JR Exec Golf, Tennis and Fitness Memberships with wait lists
- ~140 Team Members Year-Round, 150 in the Peak Summer Season
- ~18 Hole championship Golf Course on 160 Acres
- ~21,000 Sq. Ft. Clubhouse and 5,000 Sq. Ft. Fitness Center
- ~ 6 Lighted LED Tennis and Pickleball Courts.
- ~ Pool, Bocce, Childcare Center
 - New Clubhouse 2000, additions 2010 and new Fitness Center in 2012

JOB DESCRIPTION

The Banquet and Events Manager is the primary point of contact for all members and their guests who wish to plan an event at the club. The principle focus of this position is on assuring that the wants and needs of club members and guests are consistently exceeded. He or she will be responsible for developing and implementing a sales plan to increase private event sales as well as member events. Further, he or she will be responsible for and oversee all administrative and operational aspects of preparing and serving events, including supervising of staff.

Responsibilities

- Works closely with the Food & Beverage Director, Executive Chef, Head Golf Professional, Head Tennis Professional and Club Committee Members to plan and execute both Club and Private Events, and Sports Tournaments.
- Works with the Executive Chef to determine selling prices, menus and other details for private and club events.
- Responsible for and manages the setup, execution and achievement of all weddings and events.
- Takes responsibility for managing and achievement of the annual sales goals as set by F & B Director and General Manager.
- Schedules calls or visits with members and their guests to assess on-going needs.
- Ensures all events are correctly contracted and pricing is adjusted and strategically analyzed to meet or exceed the budget.
- Provides member/guest tours and offers suggestions to sell the Club's facilities and banquet offerings for occasions being planned.
- Suggests and helps members/guests plan menus in conjunction with the Executive Chef.
- Transmits necessary information to, and coordinates event planning with production, serving and working with staff, including printing of menus, procuring of decorations, entertainment and other special requests.
- Diagrams room layout and related function details.
- Maintains a working knowledge of competitive pricing and offerings.
- Inspects final arrangements, and may be present to oversee the actual greeting and serving of guests.
- Completes Banquet Event Orders (BEOs) for all events including profit and loss analysis for each on a monthly basis.
- Obtains necessary permits for special events and functions.
- Handles member requests and complaints.
- Maintains past and potential event files as well as special club events and holiday files.
- Arranges and coordinates prompt billing and payment for all event deposits and payments.
- Coordinates and conducts weekly event order meetings for all events.
- Critiques functions to determine future needs and implement necessary changes to increase quality and profitability of events.
- Assumes responsibility of Manager on Duty when necessary.
- Ensures that proper safety, housekeeping and energy conservation procedures are followed.

- Directs the work of staff if necessary.
- Orders all food service linens, including club special events, private events, and regular dining.
- Helps Management develop departmental budget on an annual basis.
- Performs other appropriate tasks as assigned by the F & B Director.
- Will attend and positively contribute to weekly manager meetings with the General Manager.

Job Requirements Required:

Education:

- Associates or Bachelor's Degree in Hospitality Management or related field.
- Must be able to communicate very well, read, write, understand English fluently
- Skilled in MS Office; Word, Excel, Outlook
- Food Safety Certification

Experience:

- 2 years in a food and beverage sales and meeting/party planning capacity, with private club experience preferred.
- Demonstrated experience and capability in the areas of membership/client relations with an emphasis in both planning and executing private events.
- Demonstrated quality written, verbal, budgeting, computer and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required and willing to work long hours including days, evenings, weekends and holidays based on business requirements and operational needs.
- Positive attitude, team player/builder, professional manner and appearance in all situations.

Physical:

- Bending, squatting, lifting 20 lbs. or more, constant standing, turning and walking

The Package

The salary range is commensurate based on qualifications. SLO Country Club offers a very competitive benefits package including health, dental, and vision insurance, PTO, Vacation, 401k Plan with a generous match along with an allowance for professional education. Please apply via email noted below. No phone calls please. EOE.

Interested candidates are asked to submit a resume with detailed cover letter to:

Alise Elias, Human Resources Manager
San Luis Obispo Country Club
Hr-Payroll@slocc.net

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