

Catering Sales Manager

Spanish Hills Country Club is seeking a highly motivated and enthusiastic professional to oversee all member and client events. The right candidate must have the ability to multitask, pay attention to detail, reprioritize ever changing tasks and have strong organizational skills.

Education and/or Experience:

- High School Diploma or GED.
- A two-year degree from an accredited university in Business Administration, Event Coordination, Hotel and Restaurant Management or related major or two years of experience in the catering sales business or event coordination.

Job Knowledge:

- Knowledge of food and beverage operations and principles of promoting and selling products and services.
- Ability to assess clients' needs and evaluate their satisfaction following the function.
- The ability to gather and organize information using a logical and systematic process.
- Ability to communicate effectively both orally and in writing.
- Use negotiating skills and creative selling abilities to finalize contracts.
- Must demonstrate attention to detail, organizational and managing skills.
- Ability to establish and maintain effective relationships with management, relatable staff, employees, guests and the general public.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary:

Assist clients in planning special functions that meet their ideal and special needs. Interact closely with department managers and relatable staff to ensure that financial goals (revenues and costs) are attained for each event.

Job Tasks & Responsibilities:

- Implements aggressive, on-going sales campaign to alert existing and potential clients to the club's banquet operations and capabilities.
- Responds to incoming event opportunities for the club.
- Continually explores and contacts potential new sales sources as permitted by club's bylaws.
- Makes banquet menu suggestions.

- Assist clients in planning special events, including menus, vendors and other related aspects.
- Represents clients' needs and interests on banquet function committees.
- Maintains current and accurate client files for all events.
- Assists the Food & Beverage Director in developing, implementing and monitoring budget for the catering department; takes corrective actions as necessary to help assure that financial goals are met.
- Assists the Food & Beverage Director in developing, implementing and monitoring the annual sales (marketing) plan for the catering department.
- Coordinates and assists with the set-up and delivery of assigned banquet events.
- Compiles and manages various sales and other reports detailing the operation of the catering department.
- Attends department staff meetings.
- Assists with banquet set up tasks.
- Assists the Food & Beverage Director and Department Managers with special projects as assigned.

The employee is regularly required to:

- Lift up to 30 pounds.
- Bend, stoop, and carry.
- Reach in all directions
- Operate appliances and read gauges.
- Stand for long periods of time.
- Push, and pull objects such as pots, plates and food stuffs.

Licenses and Special Requirements:

Food Safety Certification

To apply please send your cover letter, resume and references to Estella Arguelles, Human Resources Manager, at earguelles@spanishhillsc.com