



## Position Available: Catering Sales Manager

**Unique History:** Established on May 6, 1860, The Olympic Club enjoys the distinction of being one of America's oldest athletic club. Long a west coast powerhouse in amateur sports, the Club is the home of many local, regional, national and international champions.

**Vision:** The Olympic Club will be the premier athletic and golf club, providing members and their families with exceptional competitive and recreational athletic programs, facilities, social activities, and services that enhance the heritage and prestige of the Club.

**Mission:** The Olympic Club promotes excellence in physical fitness, competitive and recreational athletics, and social activities that embrace our history and enrich our tradition of camaraderie.

**Core Values:** Civility and Mutual Respect, Competition, Courage, Diversity, Friendship, Camaraderie and Inclusiveness, Integrity, Leadership, Sportsmanship, Teamwork

For additional information regarding The Olympic Club, its history, membership and facilities, we encourage you to view our website at: [www.olyclub.com](http://www.olyclub.com).

## The Olympic Club at Lakeside

Overlooking the beautiful Pacific Ocean, The Olympic Club at Lakeside sits on the border of Daly City and San Francisco, approximately 11 miles away from the City Clubhouse. The 67,000 square foot Lakeside Clubhouse, completed in 1925 and was designed by the same firm that designed San Francisco City Hall, Bakewell and Brown, with Arthur Brown, Jr. as the lead architect.



Lakeside was host to the 1955, 1966, 1987, 1998, 2012 US Open Championships, the 1958, 1981 and 2007 US Amateur Championships, 2015 USGA Inaugural Four Ball Championship and will host the upcoming 2021 US Women's Open Championship, 2028 PGA Championship and 2032 Ryder Cup.

The Olympic Club at Lakeside has two championship golf courses, the Lake and Ocean, and one executive course, the Cliffs. Approximately 75000 rounds of golf and over 60 tournaments are played on our courses each year. Willie Watson and course superintendent Sam Whiting designed the first Lake and Ocean courses in 1924. Unfortunately, storm damage led Sam Whiting to redesign both courses again in 1927. The Lake Course remains true to the 1927 design with minimal renovations in the intervening years. Prior to the 1955 U.S. Open, the Club brought the USGA's official course architect, Robert Trent Jones, Sr., to toughen the Lake Course for competition. Most recently, the Club completed the Lake Course Greens Replacement project. Conversion from poa annua to bent-grass greens was the primary objective of the project, but the

crew also rebuilt and renovated greens. Additional alterations were made in preparation for the 2012 U.S. Open Championship.

Along with world renowned golf courses, Lakeside also offers members a tennis facility with eight lit courts, including two clay courts and a beautiful Clubhouse overlooking the 18<sup>th</sup> green of the Lake course. The Clubhouse offers two dining facilities, locker rooms, a fitness center with lap pool and banquet facilities. It hosts over 700 member events each year including crab feeds, private parties, father/daughter events, weddings, funerals, birthday parties and everything in between. Total food and beverage revenues at Lakeside are \$5 million which are generated from 35% a la carte revenue and 65% banquet revenue.

## **The City Clubhouse**

Renovated and re-opened in 2006, the City Clubhouse is a spectacular historic building in downtown San Francisco offering members and guests eighteen hotel rooms, three dining facilities, banquet facilities, athletic facilities, locker rooms, massage, steam/sauna, shoeshine, barber and a sport shop. Our Athletic facilities include two indoor pools, handball & squash courts, exercise studios for classes, two gyms, and an indoor running track. The Club's athletic programs are among the most comprehensive in the country: basketball, cardio-fitness, cycling, golf, handball, running, triathlon, soccer, squash, masters/rough water swimming, softball, tennis, volleyball, water polo, rugby and weightlifting.

The City Clubhouse hosts 500+ member events each year including crab feeds, wine dinners, weddings, sports tournaments, children's holiday parties and events for all occasions.

## **Job Description**

The Catering Sales Manager oversees, manages, directs and is responsible for functions of the Lakeside Clubhouse Catering department. This will include responsibility for booking events including but not limited to weddings, anniversary parties, wedding and baby showers, wine maker dinners, holidays parties and Club special events, including golf and tennis functions.

## **Essential functions and responsibilities:**

The Catering Sales Manager assists in overseeing and supervising the Catering operation at the Lakeside Clubhouse ensuring a "one stop" experience from lead/sales call to preparation and communication of detailed BEO through completion of event and post event follow-up with client. The Catering Sales Manager will work closely with clients from initial contact through completion of their event confirming all details of the event and ensuring all details have been communicated via banquet event order to the Clubhouse management team on a timely basis. This includes answering initial inquiries, offering property tours, reviewing all room and set up options, décor and food with clients. During weddings and certain other events including Club special events, the Catering Sales Manager will oversee staff, making sure all service standards, policies and safety regulations are followed.

The Catering Sales Manager works closely with the Executive Chef in creating specialized menus for each event and is in constant communication with the culinary team to review arrangements for upcoming events and parties. The Catering Sales Manager works collaboratively with the food & beverage management team

on developing menus and pricing within Club guidelines and goals, banquet menu pricing, banquet event set up, service standards, etc.

Working with the Catering Director, the Catering Sales Manager will assist in preparing the annual budget based on the previous year's data and projections for the year ahead, and then review the budget monthly to ensure banquet revenue projections are met.

The Catering Sales Manager will generate new business through the Club's membership, networking with contacts and using social media marketing.

Preparing detailed BEOs to specifications of clients, attending weekly BEO meetings, ensuring details of each event are communicated to all departments and staff, ensuring proper room set up, managing vendors and is the onsite/day-of event manager. The Catering Sales Manager will process billing for all events within 48 hours of completion and ensure billing information is completed for payroll in a timely manner.

Ensuring annual performance goals are met/exceeded and focusing on maintaining repeat business and developing new business within our membership.

Adhering to federal, state and local employment laws, CalOsha safety regulations, wage and hour laws, Union contracts and Club policies and procedures is required as is maintaining professional and ethical standards in all interactions and decisions.

This position requires a flexible schedule for work evenings, weekends and holidays as determined by business needs.

Other duties and responsibilities as assigned by the Club, Catering Director, Assistant General Manager, or Lakeside Clubhouse Manager.

Regular attendance required based on business expectations and needs.

Adheres to all federal, state, local and San Francisco laws regarding health, safety and employment.

Attend management meetings and other meetings as requested by the Club, Catering Director, Assistant General Manager, or Clubhouse Manager.

## **Qualifications Required:**

2 - 3 years Food and Beverage management experience in a luxury/high end hospitality environment completing the full service cycle plus previous Banquet/Events Management experience.

Extensive experience selling and/or servicing weddings, corporate events and meetings

Knowledge of San Francisco business trends and competition

Solid communication and relationship building skills with members and coworkers

Able and willing to work long hours including days, evenings, weekends and holidays based on business requirements and operational needs

Skilled in MS Office; Word, Excel, Outlook

### **Qualifications Desired:**

Associates or Bachelor's Degree or foreign equivalency in Hospitality Management or related field.

Proven success in increasing catering sales business year over year

Working knowledge of Catering software (Northstar, ResDiary, Allseated)

### **Salary and Benefits:**

The Olympic Club offers a competitive wage and benefits package which includes medical, dental, vision, life/ad&d, vacation, sick, holidays and 401k (with Club match). Employees enjoy free meals, social and sporting events throughout the year and free golf on Mondays!

All offers are pending satisfactory results from a pre-employment drug screening and background investigation.

Interested candidates may submit their resume to [jobs@olyclub.com](mailto:jobs@olyclub.com) or complete the online employment application at: [www.olyclub.com/careers](http://www.olyclub.com/careers) .