



THE SPRINGS



OVERVIEW

The seasonal full time Catering Manager of the newly combined Home Owners Association and Country Club will be responsible for promoting the club's dining facilities for private banquets and social meetings and other member-related activities. The one that is chosen for the position will oversee all administrative and operational aspects of preparing and serving events. Work with banquet and other departments to assure that the guests' expectations are exceeded.

QUALIFICATIONS

- Prior Club, Hotel, or Restaurant catering experience
- Independent worker capable of managing multiple deadlines with little supervision
- Five years minimum as a Catering Manager.
- Strong communicator and collaborator; able to work with a variety of teams and personalities
- Solutions oriented

This is a seasonal full-time hourly position with an hourly rate of \$27.

Interested candidates please send your cover letter, resume, qualifications, and salary requirements to Rick Cabasal, General Manager at jobs@springsclub.com.

THE SPRINGS CLUB



I. Position

Catering Manager

II. Related Titles

Special Events Manager; Catering Director

III. Job Summary

Promote the club's dining facilities for private banquets, business and social meetings and other member-related activities. Develop contracts for and oversees all administrative and operational aspects of preparing and serving events. Work with banquet and other departments to assure that the guests' expectations are exceeded.

IV. Job Tasks (Duties)

1. Promotes, advertises and markets the club's social event facilities and capabilities to all members
2. Helps member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning
3. Provides guest tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned
4. Works with the Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts
5. Suggests and helps guests plan menus in conjunction with the Executive Chef and/or other culinary personnel
6. Transmits necessary information to and coordinates event planning with production, serving and housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
7. Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests
8. Checks function sheets against actual room set-up; oversees personnel scheduling for special functions and may help supervise service personnel
9. Oversees scheduling of food and beverage service employee meetings
10. Handles client complaints
11. Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services
12. Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met
13. Helps guests with parking, entertainment, decorations, audio/visual and any other requirements integral to events being planned
14. Represents members' needs and interests on applicable club committees
15. Obtains necessary permits for special events/functions
16. Arranges prompt payment for all events
17. Critiques functions to determine future needs and to implement necessary changes for increased quality
18. Attends management meetings to review policies and procedures, upcoming business and to continually develop quality and image of banquet and catering functions
19. Tracks new products and trends in food service and catering applicable to the club
20. Ensures the security of valuables (club's, guests' and members' property) during catered events
21. Assumes responsibility of manager on duty (MOD) when necessary
22. Ensures that proper housekeeping and energy conservation procedures are always followed
23. Plans professional development and training activities for subordinate staff
24. Performs special projects as assigned
25. All other tasks assigned by the General Manager and Food and Beverage Manager

V. Reports to

General Manager

VI. Supervises

Catering Account Executive