

Job description

Banquet Manager
FOX CHAPEL GOLF CLUB
Pittsburgh, PA

About the Club

Established in 1923, Fox Chapel Golf Club is a traditional private, non-equity golf and country club with a family-centric culture located 15 minutes from downtown Pittsburgh on 140 acres in the beautiful suburbs of Fox Chapel. The historic Brandon Smith and Alden/Harlow Clubhouse is a registered architectural landmark. The Club's Seth Raynor 18-hole golf course was recently ranked among the Top 100 Best Classic Courses in 2021 by Golfweek Magazine. Additional club amenities include six Har Tru tennis courts, Skeet and Trap, a main swimming pool and baby pool, four paddle courts, golf shop, tennis shop, junior programs, summer camp, and a 5,000 sq.ft. fitness center. The Club operates from April to February with hours varying by season. The 49,000 sq.ft. clubhouse features various dining outlets and options for special events. Annual gross revenues are \$12 million; total food and beverage sales are approximately \$2.8 million of which 50% is derived from private events. The Club has 1,236 members of which 650 are full-privileged. During the height of the season, there are 230 employees; 90 employees are year-round.

About the Position

The Club is seeking a skilled and talented Banquet Manager who will report to the Director of Food and Beverage and be responsible for the day-to-day operation of the banquet department and for all special club and private events. The Banquet Manager will work with the Director of Food and Beverage, Executive Chef and other F&B Managers to ensure the highest level of service for all events. The Banquet Manager will assist with recruiting, supervising, training and developing all staff in the banquet department.

Job Summary (Essential Functions)

Responsible for all day-to-day catering services. Develop contracts for and oversee all administrative and operational aspects of preparing and selling events and catered parties. Work with banquet and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Event Planning & Execution

- Oversee all aspects of planning, coordinating, and executing private events, member events, weddings, and golf outings.
- Create and maintain Banquet Event Orders (BEOs), floor plans, staffing schedules, timelines, and event diagrams.
- Provide hands-on leadership during events, ensuring exceptional service and seamless execution.
- Inspect event setups, verify room layouts, and ensure all details meet Club standards.
- Serves as liaison between kitchen, service and management staff.
- Perform additional duties as assigned by the Director of Food and Beverage.

Communication & Client Relations

- Serve as the primary point of contact for event clients.
- Build strong relationships with members, clients, vendors, and community partners.
- Clearly communicate event details, expectations, and logistics to all relevant departments.
- Assist in resolving member or guest concerns with professionalism and urgency.
- Represent banquet operations on applicable Club committees when requested.

Administration & Financial Oversight.

- Maintain the Club's master event calendar.
- Process vendor invoices and ensure all event contracts are completed prior to planning.
- Utilize the POS system and back-office accounting systems proficiently.
- Ensure timely and accurate banquet billing.

Staff Leadership & Training

- Assist with recruiting, training, supervising, and developing banquet service staff.
- Conduct pre-event meetings and ongoing training sessions.
- Ensure proper housekeeping and safety standards are met.
- Serve as Manager-on-Duty when assigned.

Qualifications

- 2–3 years of experience in event management, banquet operations, or hospitality; private club, hotel, or resort experience strongly preferred.
- Proven track record of meeting sales goals and delivering high-quality events.
- Strong organizational skills with exceptional attention to detail.
- Outstanding communication and interpersonal skills; polished, professional presence.
- Proficiency in event management software.
- Ability to work flexible hours including evenings, weekends, and holidays.
- Knowledge of food and beverage operations, alcohol service compliance, and banquet service standards.

Apply for This Position

The position is open immediately and the Club will offer a competitive compensation plan, along with standard benefits and perks. Any interested candidates should submit a compelling cover letter and resume for consideration to Tessa Minford, Director of Food and Beverage- TMinford@foxchapelgolfclub.com

Job Type: Full-time, On Site

- Salary: Salary commensurate with experience

Benefits:

- 401(k) & 401(k) matching
- Health, Dental, and Vision insurance
- Paid time off

Ability to commute/relocate:

- Pittsburgh, PA 15238: Reliably commute or planning to relocate before starting work (Required)