



The Kirtland Country Club - Willoughby, Ohio

### **Catering and Events Manager**

Founded in 1921, The Kirtland Country Club is a 400 member family oriented country club located 25 minutes east of Cleveland in Willoughby, Ohio. Within the campus layout, the Clubhouse features three a la carte dining rooms, a covered outdoor dining area, three banquet rooms, and one meeting room. Six outdoor tennis courts, four pickleball courts, a 3-court indoor facility, 3 platform tennis courts, Men's and Ladies Locker Houses, and an Olympic swimming pool surround the Clubhouse. The Club also offers Skeet Shooting in the Winter months, as well as a Golf Learning Facility featuring indoor/outdoor hitting bays in addition to the Trackman simulators and training equipment. The C.H. Alison designed golf course is ranked #1 in Northeast Ohio providing members/guests with a challenging, yet enjoyable experience.

The Catering Manager is an integral part of the Management team and works closely with the Assistant General Manager and Executive Chef.

#### **Responsibilities include but are not limited to:**

- Plans and executes all private-party banquets, and Club events
- Developing contract terms for all private-party events
- Organizing, and distributing all event information to all Departments Heads in a timely manner
- Overseeing all administrative and operational aspects of preparing, service and billing for events
- Assisting members and guests with orders for special requests such as cakes, flowers, dance floors, decorations, entertainment, audio-visual equipment, etc. as requested
- Develops strong working relationships with vendors
- Organizing and maintaining the Club's event calendar
- Forecasting, budgeting and reporting for all banquet revenues
- Attending weekly staff meetings
- Leading staff meetings for each private event

#### **Candidate Qualifications:**

- Bachelor's Degree in Hospitality Management, or similar, is preferred
- 1-2 Years of catering or management experience in upscale restaurants, hotels, resorts, or private clubs; knowledge and experience in private club industry is a plus
- Knowledge and experience in computer software, including Microsoft Office

**Candidate Overview:**

- Must be able to represent the club in a professional manner including appearance, communication, and attitude
- Must be extremely detail oriented
- Demonstrates strong multitasking skills
- Be extremely focused on providing exceptional customer service to members and guests
- Candidate must be willing to work holidays and weekends
- Excellent communication skills both verbally and in writing; accuracy in grammar and spelling
- Positive attitude and pleasant disposition
- Must possess poise, sophistication, and a great sense of humor
- Candidate must possess high service standards
- Must be able to handle a fast-paced, constantly changing, high-end environment
- Is a team player and treats others with respect

**Operational Overview:**

- The Club is open 6 days per week from May through September: 5 days in the other months. The Club is closed in the month of January
- Due to the seasonality of Northeast Ohio, the majority of Catering and Events take place in the summer months and winter holiday season

**Reports to:**

Assistant General Manager

**Salary and Benefits:**

The successful candidate can anticipate a compensation and benefit package that is commensurate with ability, experience and performance. This will include phone and uniform allowance, 401k with employer match, medical and dental, and professional development.

Please submit resumes to:

Ben DiCarlo  
Assistant General Manager  
The Kirtland Country Club  
39438 Kirtland Rd.  
Willoughby, Ohio 44094  
[Bdicarlo@kirtlandcc.org](mailto:Bdicarlo@kirtlandcc.org)