



**Position:** Catering Sales and Banquet Events Manager

### **Job Summary**

The Cleveland Skating Club is seeking an energetic, upbeat, and detail-oriented Catering Sales and Banquet Events Manager to lead the planning, coordination, and execution of dynamic club events. This role is responsible for supporting and enhancing the Club's events and social calendar initiatives through creativity, strategy, and exceptional service.

The ideal candidate will guide event planning from initial concept through final execution, ensuring memorable and seamless experiences for our members and guests.

### **Key Responsibilities**

- Develop a comprehensive yearly calendar with dates and times for Club Events (minimum of 4 per month).
- Assist in creating new and innovative member events with the Food and Beverage team and the Member Engagement Committee to use Club Events as marketing tools.
- Meet with athletic departments to plan food and beverage aspects of special events organized by the staff members.
- Attend all staff meetings.
- Promote events and banquet sales to members through peak hour visibility and good relations.
- Assist members with menu selections and event planning.
- Work with the Executive Chef to determine pricing, menus, and other event details.
- Reply to all event inquiries within 48 hours of receipt.
- Coordinate all events and related functions and facility tours.
- Enter and update all events at the Club in the Northstar system.
- Update and distribute function information weekly for all management staff.
- Make sure that all events have contracts and responsible party signature for the event.
- Obtain necessary permits for special events and functions.
- Verify accuracy of details on BEOs and confirm start times, pricing, and final guest counts.
- Submit completed Club Event BEOs to the Marketing Coordinator 30-60 days in advance for marketing purposes.
- Diagram room layout, banquet item placement and related function details.
- Conduct weekly BEO meetings to discuss upcoming events with department heads.
- Collaborate with the Director of Food and Beverage to oversee service during all banquets and events.
- Ensure the banquet team delivers services that accurately represent the Club's image. Inspect finished room setups; be present to oversee the actual greeting and serving of guests.
- Execute proper setups for board meetings and committee meetings.
- Schedule and manage all banquet set-up and service staff.
- Be present to manage all aspects of events.
- Be responsible for accurate banquet billing and all client correspondence.
- Arrange prompt payment for all events.
- Work closely with the Food and Beverage Director to ensure smooth operations, clear communication, staff training, and other projects.
- Perform special projects assigned by the Food and Beverage Director.

- Prepare pre- and post-proforma statements for key events.
- Oversee the appearance, upkeep, and cleanliness of food and beverage equipment and facilities.
- Ensure that proper housekeeping and energy conservation procedures are always followed.
- Oversee the physical inventory and ordering of all banquet tables, chairs, linens, décor, and miscellaneous supplies.
- Available to work days, nights, weekends, and holidays (as needed).
- Maintain RSVP lists for special events.

### **Qualifications**

- A combination of education, training, or experience that provides the required knowledge, skills, and abilities. A college degree in Hospitality Management and/or Culinary Management is preferred.
- At least two years of experience in Food & Beverage and Hospitality, preferably at a Country Club or Hotel.
- Strong knowledge of the Northstar POS system is preferred.
- Strong leadership and team motivation skills.
- Ability to achieve positive guest relations and maximize guest satisfaction.
- Average work week is 45-50 hours.

### **Physical Demands**

- Ability to grasp, lift, carry, or transport up to 50 pounds.
- Frequently standing, walking, reaching, stooping, kneeling, crouching, or crawling.
- Perform job duties while exposed to outside weather conditions.
- Moderate noise level in the work environment.

### **Benefits**

- The successful candidate can anticipate a compensation and benefits package commensurate with ability, experience, and performance.

### **Contact**

- Send resumes to Alan Feuerman, General Manager/COO
  - [afeuerman@clevelandskatingclub.org](mailto:afeuerman@clevelandskatingclub.org)