



Director of Catering and Special Events

Position Description

We are seeking a Catering and Special Events Manager that will promote the club's dining facilities for private banquets, business and social meetings, and other member-related activities. Develop contracts/banquet orders for events and oversee all administrative and operational aspects of preparing and serving events. This is a hands-on position that leads by example with their team. Works with management team to assure that the members' expectations are exceeded.

Reports to the Assistant General Manager.

Job Responsibilities

- Promote the club's social event facilities to all members.
- Assist members in arranging all private events including luncheons, meetings, weddings, dinners and other social events; obtain pertinent information needed for guest planning.
- Provide member/guest tours and offer suggestions to sell the merits of the club's facilities for the occasion being planned.
- Work with the Executive Chef and the AGM to develop catering menus and seek the Chef's advice in determining the selling prices for items not on the banquet menu; personally, produce contracts/event orders and distribute them to the appropriate staff members.
- Suggest menus and help members plan menus in conjunction with the Executive Chef and/or other culinary personnel, as well as the AGM.
- Work with Executive Chef in the planning and design of the food for events and retains the right of final interpretation, with regard to the members' wishes.
- Assist members with entertainment, décor, audio/video and any other requirements integral to the event being planned.
- Work closely with the House Committee to develop and plan social events for all segments of the membership.
- Responsible for the creation and execution of all Club Events for members and guests.
- Create and maintain all P&L's for all social events, regardless of size.
- Responsible for creative buffet displays for all events.

Job Responsibilities *(continued...)*

- Transmit necessary information and conduct event planning with production, serving and housekeeping staff; arrange printing of menu and procuring of decorations and entertainment.
- Responsible for timely and accurate billing of all private party events.
- Check special function sheets against room set-up, oversees personnel scheduling for special functions and help supervise service personnel.
- Assist with physical set ups of rooms, buffets, tables, chairs, etc. as needed.
- Attend/conduct employee meetings to assure correct interpretation of event information and to review the upcoming week's banquet activities.
- Immediately notifies Management Team of any party changes or additions that directly affect each department.
- Inspects finished arrangements; a high degree of personal presence is necessary to oversee the actual service and greeting of members and their guests.
- Handles member concerns and approves adjustments to the charges when necessary.
- Performs the duties of Closing Manager on Duty, when necessary.
- Assists with daily F&B operations as needed throughout Club property.
- All other projects and tasks assigned by the AGM.

Qualifications

Minimum of 4 years of catering experience, knowledge/experience in private club industry is a plus. Management experience in upscale restaurants, hotels, resorts or exclusive private clubs. Proficiency in Microsoft Office, Canva and Club Management Software (Club Essential) is a plus.

Requirements

Bachelor's Degree in Hospitality Management or Extensive Experience in Private Clubs/Upscale Facilities.

Benefits

The successful candidate can anticipate a salary range of \$85,000 - \$95,000 + 10% bonus potential with a benefit package including 401k, Medical, Vision, Dental, Employee Holiday Fund, Paid Vacation & PTO, Cellphone Reimbursement, and Professional Organization Dues.

Interested candidates should submit a cover letter and resume to:

Bill Duy, CCM
General Manager/COO
La Grange Country Club
Bill.duy@lagrangecc.org