

**Position Title:** Event & Catering Manager**Date of Notice:** June 13th, 2026**Job Location:** Hawthorn Woods Country Club – Hawthorn Woods, IL**Start Date:** ASAP**Reports to:** General Manager/ Clubhouse Manager**Send Applications to:** Patrick O'Donoghue via email to [podonoghue@hwccgolf.com](mailto:podonoghue@hwccgolf.com)**Property Description:**

Hawthorn Woods Country Club is a private, member-focused club featuring an Arnold Palmer Signature golf course, vibrant year-round dining and social programming, family-friendly amenities, and a welcoming community atmosphere. The Club continues to invest in facility improvements and long-term capital enhancements, providing exceptional experience for our members and guests.

**Position Summary:**

Responsible for the banquet service/ outing function in the club. Oversee banquet service personnel to assure member and guest satisfaction through proper food and beverage service and presentation. Maximize the club's profitability from the catering function.

**Essential Duties and Responsibilities:**

- Works with the Clubhouse Manager, Chef and others to schedule/coordinate personnel requirements for private functions
- Develops detailed plans for each catered event in conjunction with the club's function committee
- Serves as liaison between banquet service personnel and other staff members on the club's upcoming schedule
- Diagrams buffet tables, guest tables and other function room set-up needs for special events
- Holds pre-function meeting with servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses
- Ensures that all banquet staff are well-groomed and in proper uniform (including name tags)
- Assists with on-going sales efforts for group and local function business
- Assists in the preparation of the marketing plan and annual budget to increase the profitability of the banquet operation; monitors performance against budgets; recommends corrective actions as necessary to help assure that budget goals are met
- Assures proper inventory of all banquet service equipment and supplies to meet required needs
- Hires, trains, supervises and evaluates banquet and Ala Carte service staff
- Regularly inspects all front- and back-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance and other standards for the department are met
- Assures that all functions are properly staffed in accordance with the approved banquet staffing schedule
- Assures the neatness, cleanliness and safety of all banquet areas
- Participates in scheduled staff and management meetings



- Assumes Closing Manager and/or Manager on Duty (MOD) responsibilities when assigned
- Conducts after-event evaluations to improve quality and efficiency of banquet functions
- Ensures that all appropriate charges are billed correctly to each event and forwarded to the accounting department for billing
- Plans professional development and training activities for staff
- Performs other tasks as requested

**Qualifications:**

- College degree preferred.
- 3-5 years F&B experience in a management capacity, preferably in the golf industry.
- Demonstrated experience and capability in the areas of fiscal management, strategic planning.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

**Supervises:**

Banquet Captain's and Service Team

**Classification:**

Full-time, Non-Seasonal, Salaried, Exempt

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