

Red Run Golf Club  
Job Description  
Catering / Events Director

**I. Job Summary**

Responsible for the promotion of the Club's facilities for private events, business and social meetings, and the planning, execution, and supervision of all private parties, golf outings and club events. Helps Member/Guest clients plan special catered functions. Develops contracts for and oversees all administrative and operational aspects of preparing and serving events. Works with all departments of the Club to coordinate activities and assure that expectations are exceeded. Assists in daily operations of the Food and Beverage Department including ala carte dining.

Assists with the supervision and efficient management of all food and beverage operating areas within the Club. Oversees and assists with all Member, Guest, and catered functions along with or in the absence of another member of the management team. Supervises and directs service employees in the performance of their duties and ensures Club Standards are upheld. Handles complaints personally and carries out policies and procedures as directed by management.

Establishes and maintains a thorough understanding of all dining and beverage departments/outlets; is knowledgeable on all proper methods of food and beverage service, systems, controls and costs; has knowledge of proper table etiquette and mannerisms. Responsible and accountable for expediting all aspects of catering and event planning functions while achieving set revenue and expense benchmarks and financial goals of the Food and Beverage Department.

**II. Job Duties**

**Marketing and Promotion**

- 1) Promotes and markets the Club's social event facilities and capabilities to all Members
- 2) Implements on-going sales campaigns to alert and inform Members to the Club's banquet operations and capabilities.
- 3) Continually explores and contacts potential outside events inquiries

**Event Preparation**

- 4) Assists Member-clients in planning special events and arranges details for functions; obtains all pertinent information needed for event planning.
- 5) Provides tours and offers suggestions in efforts to sell the Club's facilities for the occasion being planned.
- 6) Works with the Chef to determine selling prices, menus and other details for catered events; develops contracts and event orders.
- 7) Works with other Club departments (i.e., Golf, Clubhouse, etc) in developing event details and coordinating execution.
- 8) Suggests and assists Members and guests with menu planning.
- 9) Interacts with outside vendors and party planners hired by Members while balancing both the interests of the individual member with the interests of the Club and Membership.

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- 10) Transmits necessary information to and coordinates event planning with production, serving and housekeeping staffs; arranges necessary details such as menu printing, procurement of decorations, entertainment and other special requests.
- 11) Complete hands-on responsibility for private events both for Club Members and Non-Members beginning with date availability, date security, menu creation, party organization and supervision on through billing.

**Leadership**

- 12) Directs set-up of banquet rooms and assures their readiness for functions, specifically lighting, air conditioning, floor plan, thirty minutes prior to the scheduled starting time. Review all details prior to function. Inspects finished arrangements and is present to oversee execution of the event.
- 13) Check's function sheets against actual room set-up; advises dining room manager on personnel scheduling for special functions and assists in supervising service personnel.
- 14) Directs execution of functions from side work and station assignments to pre-function meetings through conclusion of event, with particular attention to quality of service. Turns in all necessary documentation for proper billing of functions. Holds pre-function meetings with servers to ensure smooth, efficient execution, assigns server stations and serving assignments and coordinates timing of service.
- 15) Maintains performance standards for food service; ensures compliance with policies and operating procedures for the Food and Beverage Department.
- 16) Handles Member/Client complaints.
- 17) Critiques functions to determine future needs and to implement necessary changes for increased quality.
- 18) Delegates to and supervises banquet captains in aforementioned tasks.

**Managerial Duties**

- 19) Attend weekly department head meetings providing and sharing departmental information.
- 20) Attend weekly Food and Beverage Department meeting.
- 21) Prepares weekly forecasts detailing upcoming events at the Club that would require the services or attention of any department.
- 22) Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services; maintains current and accurate event files.
- 23) Adhere to all of the various written mandatory standard of operations, policies and procedures, manuals, memos, oral instructions, etc. all of which go to make up the essential functions of the job.
- 24) Develops, implements and monitors the catering revenue and expense budget; reviews financial reports and takes corrective action as appropriate to ensure budget goals are met.
- 25) Tracks new products and trends in food service and catering applicable to the Club.
- 26) Other general duties as assigned.

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**III. Qualifications**

Must be thoroughly familiar with the organizational procedures of the Club; knowledgeable in proper methods of food and beverage service and to be able to teach the staff procedures; have knowledge of etiquette and social customs – team leadership including culture, truth to power, working across boundaries and sound decision making.

Hands on Individual who leads by example and is a team player.

Minimum 4 years Food & Beverage supervisory experience

3 years industry related work experience

College Degree Preferred but not required

Computer skills, good communication skills verbal and written

A track record of stability, maturity and a high level of integrity and ethical standards

A positive, upbeat approach to challenges; excellent interpersonal skills, someone who demonstrates professionalism and has the ability to motivate and lead by example

Strong organization skills with ability to adapt to change

Inform and inspire team, design and implement improvements in all phases of banquet operations

**III. SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent performance bonus and benefit package including membership and professional development.

**IV. Reports to**

General Manager / COO