



Catering & Events Coordinator

Reports to: Director of Catering & Events

Classification: Full Time, Exempt

Education and/or Experience

- Bachelor's Degree from four year college or university.
- Two years F&B service and/or event planning experience.
- Proficiency with Microsoft Office including: Word, Excel, Power Point, and Outlook.
- Experience with JONAS operating system a plus.

Job Knowledge, Core Competencies and Expectations

- Attention to detail and a strong focus on member service.
- Strong interpersonal skills.
- Strong verbal (phone) and written communication skills.
- Polished, professional appearance and presentation.
- Self-driven, independent individual.
- Manage stress and time.
- Knowledgeable of all aspects of Club policies, room specifications, menu offerings.
- Flexible weekend and holiday availability.
- Ability to stay late and perform duties in emergency situation.
- Creative thinker with new event initiatives.
- Maintain professional, positive, and friendly demeanor at all times.

Job Summary (Essential Functions)

The Coordinator is responsible for organizing all aspects of Club Functions and private and special events to include/not limited to: golf outings, golf group events, tennis group events, pool parties, corporate events, business meetings, dinner parties, etc.

The Coordinator plans events with members and guests and communicates details thoroughly with the Food and Beverage Team. The Coordinator must be timely with responses to inquiries and a clear communicator internally. The Coordinator will be responsible for creation and distribution (both to F&B Team and the client) of clear Banquet Event Orders (BEO), and room diagrams in a timely manner.

Job Tasks/Duties

- The Coordinator's primary duty is the performance of office, telephone and computer work related to the management of catering and banquet operations at the Club.
- Utilizes JONAS software to manage event space and calendar. This is crucial to managing availability.
- Answers phone inquiries and manages voice mailbox proactively.
- Responds to emails proactively and professionally. Seeks answers when necessary.
- Creates proposals as requested and sells packages and venue.
- Lays the groundwork for event host expectations through strong communication between client and Banquet Manager, Executive Chef, and Director of Food and Beverage.
- Utilizes floor plan software (Bob Vila) to assist in BEO details creation.
- Attends weekly meetings as requested by the Director.
- Serves as a liaison between the event planners and the Banquet Manager and Executive Chef.
- Forecast business based on previous events. Cold call members and past event organizers to assist in planning future events.
- Knowledgeable about all standard operating procedures (SOP's) related to Banquet service. Provide feedback to Banquet Manager based on client comments during the planning phase.
- Contribute to the budgeting process by projecting sales based off of past bookings, current bookings and proposals sent out.



BELLE HAVEN COUNTRY CLUB

- Works closely with the Director to ensure availability of the “office” to the membership.
- Finalize details of events to include entertainment, décor and special requests with the approval of the Director.
- Works closely with the Accounting Office to ensure timely invoicing, billing and revenue realization.
- Assures that all SOP’s for revenue and cost control are in place and consistently followed.
- Assures that all applicable club policies and procedures are followed.
- Ensures all legal requirements are consistently followed for food safety and the sale/consumption of alcoholic beverages.
- Any other tasks deemed necessary by the Director.

Physical Demands and Work Environment

- Required to stand/sit for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment (commercial kitchen).

Dress Requirements

- Professional Dress Required.

Please send resumes and cover letters to:

Michael A. Keith

Assistant General Manager

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