

GIBSON ISLAND CLUB CATERING SALES MANAGER

JOB SUMMARY

The Catering Sales Manager is primarily responsible for managing Gibson Island Club's annual sales planning function while effectively executing efficient logistic services for private parties, Club functions, and catered events. The Catering Sales Manager will assist the Clubhouse Manager in all aspects of planning, budgeting, forecasting, soliciting new business, maintaining current business and promoting banquets and catering events for the Club. Strong organizational skills and professionalism are imperative to success in this position. Internal/external events may include but are not limited to: seasonal and holiday events, wedding receptions, rehearsal dinners, showers, luncheons, private member events, picnics and golf tournaments.

The Manager will foster strong working relationships with members, guests and new clients to strengthen repeat business while prospecting for new event opportunities. The incumbent will assist in promoting Club facilities and venues for multiple event functions, which will heighten awareness within the Gibson Island member-resident community. This position works closely with the Executive Chef when designing custom menus for events. The Manager must also work with the entire Clubhouse team to prepare for upcoming events.

DUTIES AND RESPONSIBILITIES

- Creates quarterly sales plan forecasts and management reports
- Creates catering sales packets in conjunction with Island General Manager, Clubhouse Manager, Executive Chef, Sous Chefs, and Communications Director
- Meets with member, guest or client for tour of facilities and assists with venue selection needs
- Works closely with members or clients to write contracts, schedule, plan and execute their private events while working within set budget
- Leads weekly manager banquet event order (BEO) meetings with team to ensure details of upcoming events and functions are effectively communicated and vision of client is executed as intend
- Assists with rentals for Club events and functions
- Conveys and coordinates all planning and logistical details with banquet server, bartender, and busser staff
- Attends events and functions to ensure flawless execution when needed
- Assists in the hands-on training of banquet servers, bartenders and bussers to ensure high quality service that is consistently delivered in a professional manner
- Ensures functions and events are set-up and managed in a safe, clean environment with well-maintained facilities
- Maintains accurate event accounting in Jonas Club Software system for all functions, ensuring timely member billing

EDUCATION AND WORK EXPERIENCE

- Minimum of Associates Degree in Hospitality Management, Business Management or similar discipline
- Two to three years catering sales management experience with direct impact to growth in business revenues
- Two to three years events planning experience ranging from large venue functions to private dining parties

- Experience in maintaining accurate client records for billing purposes
- Experience in training staff preferred

COMPETENCIES, SKILLS & ABILITIES

- Ability to envision scope and mission of event planning while organizing, executing and managing details
- Works with a sense of urgency in responding to emails and phone calls from members, guests, clients, vendors and management; escalates issues to appropriate team member
- Ability to work within budget
- Resourceful: must be able to source goods and services
- Respects members, guests, and fellow employees; maintains professional demeanor and positive communications at all times
- Excellent communication skills to include both written and verbal abilities
- Ensure Club assets are safeguarded and utilized for intended purposes
- Knowledge of fine dining and social etiquette standards preferred
- Ability to create a team atmosphere among the staff, by “leading by example”
- Will provide feedback to Clubhouse Manager regarding performance of banquet staff
- Ability to work flexible schedule to include evenings, weekends, and holidays
- Working knowledge of email, Word, Excel, and Publisher
- Will require some physical ability to lift and move tables, chairs, and equipment
- Ability to drive company catering vehicle and pass employment drug testing

COMPENSATION AND BENEFITS

This position is a mid-level career management position with opportunity for growth.

Compensation: commensurate with education, work experience, skills, and abilities.

Benefits: Medical, dental, vision, 401K retirement plan with generous match, paid vacation and personal/sick days, holiday gift, life insurance/accidental death benefits, and family meal.

CLUB INFORMATION

Gibson Island was purchased in 1921 by Stuart Symington for development as a private summer community where members could enjoy summer activities such as golf, sailing, swimming, and tennis. The club's initial members were mostly prominent businessmen, socialites and politicians from the Baltimore area, although members hailed from Wilmington, Philadelphia, New York, Boston and other cities. During the 1920's, Gibson Island was touted as "the Newport of the South" and continues to maintain an image of wealth and sophistication.

The Gibson Island Club takes full advantage of the Island's exquisite terrain and offers an abundance of fine amenities that set it apart from other clubs; Casual and fine dining overlooking the Chesapeake Bay, an award-winning nine-hole golf course designed by Charles Blair Macdonald, a vibrant Yacht Squadron and full-service Boat Works facility, multiple tennis courts, platform tennis, croquet, a fully equipped fitness center, large swimming pool, and so much more. A strong sense of community prevails and year-round family activities and social events offer something for people of all ages.

APPLICATION PROCESS

Interested candidates should send their resume and letter of interest to jobs@gibsonisland.com

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