

River Bend was established in 1961 and is a member-owned private golf and country club to its 670 family members. We offer our members an 18-hole championship golf course, expansive golf practice facility, five indoor and six outdoor tennis courts and two newly constructed pickleball courts, swimming pool with member dining outlet (Memorial Day through Labor Day), fitness and clubhouse featuring three-member dining outlets and one banquet outlet.

Our mission is to be the best family-orientated, member-owned country club in the Washington DC area. Our friendly environment, picturesque location, high-quality facilities, services, programs, and professional staff ensure that every aspect of the River Bend experience consistently fulfils the membership's expectations.

The Club is open six days a week and closed on a Monday. We are a busy environment with an extremely supportive membership who enjoy their interactions with our team. They care greatly and understand the key role we play to their experience as well as your experience as part of the River Bend Family.

Located in Great Falls, access to the club via Springdale Road is approximately 15 minutes from Leesburg Parkway and 10 minutes from the Georgetown Parkway, respectively. Access from the Georgetown Parkway via Walker Road is approximately 5 minutes.

We set ourselves apart by committing to provide a safe, enjoyable, and respectful environment. We take the time to listen to your input and use it to enhance the experience. We will teach you everything we know to help you grow and succeed. We offer the following additional benefits along with your hourly rate –

- Complementary daily lunch and dinner.
- Employee uniforms.
- Employee parking.
- Annual Christmas Fund

For full Time Employees the following additional benefits are offered:

- Paid vacation, sick and Holiday pay.
- Health, dental and vision options.
- Club paid life insurance.
- Short term and optional long-term disability.
- Club matched 401k retirement plan.

Catering & Events Manager

Reports to: Food and Beverage Director

Supervises: Catering support staff

Education and/or Experience

- High School diploma or GED; one year of related experience and/or training.
- Two years of experience in catering operations.
- Extensive knowledge of the private club industry's food and beverage operations

Job Knowledge, Core Competencies and Expectations

- Promote the club's dining facilities for private banquets, business and social meetings and other member-related activities.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions)

Responsible for all day-to-day catering services. Develop contracts for and oversee all administrative and operational aspects of preparing and selling events and catered parties. Work with banquet and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Job Tasks/Duties

- Promotes, advertises, and markets the club's social event facilities and capabilities to all members.
- Assists members in arrangements for special dinner requests in the dining room.
- Helps member clients arrange banquets, luncheons, meetings, weddings, dances, and other social events; obtains pertinent information needed for guest planning.
- Works with the Executive Chef to determine selling prices, menus, and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and other special requests, etc.
- Inspects finished arrangements; be present to oversee the actual greeting and serving of guests.
- Check's function sheets against actual room setup; oversees personnel scheduling for special functions and may help supervise service personnel.
- Oversees scheduling of banquet service employee meetings.
- Responsible for hands-on service and orchestrating events.
- Manages complaints.
- Maintains past and potential client files; schedules calls or visits to assess ongoing needs of prospective clients for catering services.
- Manages completion of in-house banquet event orders (BEOs).
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Represents members' needs and interests on applicable club committees.
- Obtains necessary permits for special events and functions.
- Critiques functions to determine future needs and to implement necessary changes for

increased quality.

- Attends staff and management meetings to review policies and procedures, future business and to continually develop quality and image of banquet functions.
- Ensures the security of club's members and guests' valuables during catered events.
- Assumes responsibility of manager-on-duty when necessary.
- Plans professional development and training activities for subordinate staff.
- Diagrams room layout, banquet item placement and related function details.
- Meets with other department managers to plan food and beverage aspects of special events organized by the staff members.
- Manages banquet billing and arranges prompt payment for all events.
- Update's weekly function information for all affected staff.
- Serves as liaison between kitchen, service, and management staff.
- Supervises clubhouse staff and service personnel as necessary in the conduct of banquet and event management, as well as al a carte member dining as directed by the Food & Beverage Director
- Maintains club's master calendar and function book.
- Assists Food & Beverage Director in the conduct of all clubhouse operations and Food and Beverage related activity, including but not limited to inventory, banquet and al a carte menu development; and other areas of responsibilities as deemed by the F&B Director

Licenses and Special Requirements

- Food safety certification.
- Alcoholic beverage certification.

Physical Demands and Work Environment

- Required to stand 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.
- Maintains on floor presents during events.

Salary is open and commensurate with qualifications and experience.