



*Manor Country Club*

## **MANOR COUNTRY CLUB POSITION LISTING**

**TITLE: CATERING DIRECTOR**

**FLSA STATUS: EXEMPT**

**Reports to: GENERAL MANAGER**

### **Catering Director Job Summary:**

This exciting role will develop and implement the total sales and marketing strategies of the catering department, including securing new accounts, maintaining existing accounts, and executing sales and marketing tactical plans to maximize the profitability of the Club while maintaining guest satisfaction. Be charming by being approachable, having confidence and showing respect. Stay in the moment by understanding and anticipating guests' needs, being attentive and taking ownership of getting things done. Make it memorable by being knowledgeable, sharing stories and showing your style to create moments that make people feel special.

### **Qualifications:**

Experienced in Country Club, Hotel, catering operations. Bachelor's degree from a four-year college or university, or five to six years related experience and/or training. Working knowledge of Microsoft Office. Must be available to work nights, weekends and holidays, as needed. Ability to work with a diverse staff and membership.

### **Tasks Performed:**

- **FINANCIAL** - Negotiate food and beverage prices, function space, and club services within approved guidelines. Work closely with Executive Chef on menu design and concepts pricing for catering events. Achieve budgeted revenues and personal sales goals. Submit to upper management a first draft of the annual private event budgets. Complete forecasts, plans, and sales production reports.
- **PEOPLE** - Promote teamwork and quality service through daily communication and coordination with other departments. Have daily engagement with Key departmental contacts including Executive Chef, Clubhouse Manager, Banquet Department, and Administrative Staff.
  - Interact with outside contacts:
  - Members and Guests – to ensure their total satisfaction
  - Vendors – to arrange services
  - Other contacts as needed (Professional organizations, community groups)
- **GUEST EXPERIENCE:**
  - Assist clients with menu planning, food and beverage coordination, table arrangements, decoration options, etc. Arrange all details of catering events to include room set-ups, staging, lighting, audiovisual, traffic flow, menus, décor, entertainment, preferred hotel vendors, VIP services, and approved method of payment.
  - Input all Member and Non Member Functions into Club Connect including but not limited to Men's, Women's, Junior and Senior Golf Functions, Tennis Functions, Social Functions, Committee Meetings, Swim Team Functions, Wedding , Alumni Functions, Celebrations of Life, Rehearsals, Bar/Bat Mitzvahs, Corporate Meetings, Holiday Events, Corporate Functions, etc
  - Oversee all details of internal events including design and coordination of annual Holiday Décor, Holiday Gala, Father Daughter Dance, Ladies Luncheon, Member Rehearsal and Weddings
  - Review BEOs daily; resolve any discrepancies in a timely manner.
  - Follow-up to ensure guest satisfaction.



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Position Listing – **CATERING DIRECTOR**

- Conduct banquet and catering facility tours and entertain clients in accordance with company and property policy.
- **ENTERTAINMENT COMMITTEE LIAISON:**
  - Partner with the Entertainment Committee to plan and implement member social events.
  - Secure music and entertainment for member social events.
  - Create and manage Manor CC's entertainment budget.
  - Order decoration and design creative themes for member social events.
  - Attend and organize Entertainment Committee Meetings.
  - Work with committee to develop annual calendar of social member events.
  - Work with committee to promote & market member social events.
- **RESPONSIBLE BUSINESS:**
  - Identify operational problems that impact the effectiveness of overall catering sales performance and work closely with appropriate Departments on solutions.
  - Establish client base of organizations, associations and commercial business through direct outside sales efforts for the purpose of securing business for the hotel. Accurately produce and/or review all sales contracts, rate agreements, and/or banquet/catering event orders.
  - Develop and maintain relationships with key clients in support of food & beverage sales, catering/banquet services and potential membership opportunities.
  - Plan and conduct pre-event and post-event meeting with clients, guests, and catering staff.

**Social Media Manager Job Tasks:**

- Manage and execute the social media and community strategy to further strengthen engagement and increase brand awareness.
- Manage day-to-day communications on all social media channels.
- Collaborate with internal teams to produce a best-in-class social media content that sends the brand message precisely.
- Oversee day-to-day social media and community activities including planning and implementing a monthly editorial calendar, coordinating content to support daily posts, moderating online community discussions, and responding to comments on various platforms.
- Define metrics and KPIs (Key Performance Indicators) to measure the success and impact of global community and social efforts. Track, analyze, and report on community/social performance.
- Work cross-functionally with management team to maximize engagement and social footprint.

**Compensation and Benefits:**

Salary and commission \$100k plus. Benefit package includes medical, dental, life insurance, long term disability insurance, vacation and sick pay, holiday bonus, 401(k) with employer match, NACE membership and education benefits.

**Interested candidates should e-mail a cover letter and resume in Word or PDF format to:**

Jack Molinaro, CCM, CCE

General Manager/COO

E-mail: [catering@manorcc.org](mailto:catering@manorcc.org)

NO PHONE CALLS PLEASE