



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:  
**SENIOR CATERING MANAGER**  
Columbia Country Club  
Chevy Chase, MD

Columbia Country Club in Chevy Chase, Maryland, is looking for a dedicated, enthusiastic, and experienced hospitality management professional to join the team as the new Senior Catering Manager. The ideal candidate will have a strong background in catering and events within the private club or high-end hotel/resort industries.

#### POSITION OVERVIEW

Working with the Catering team, the Senior Catering Manager ensures the flawless execution of high-end private events, club events, and weddings while maintaining the standards of service, quality, and member satisfaction. The Senior Catering Manager cultivates strong relationships with members, acting as the primary point of contact throughout the event planning process to enhance the overall member experience. They are responsible for coordinating event logistics, including room set-up, rentals, and food and beverage before the event to ensure seamless execution. The Senior Catering Manager will continue exploring new and creative ideas to bring to the Club.

#### JOB SUMMARY: ESSENTIAL FUNCTIONS

- Responsible for upholding the mission, policies, and culture of Columbia Country Club, including the operational bylaws and employee handbook.
- Assist the Director of Catering with creative control to propose, plan, and design new club events.
- Have complete knowledge of function space, banquet team capabilities, kitchen capabilities, other club outlets, and services to quote appropriate room availability.
- Assist the Director of Catering and Catering Manager in creating Banquet Event Order sheets for all events to produce the weekly events packet.
- Send out event booking forms to host and track submission of room deposits and payments.
- Responsible for internal communication of all event details between the Food and Beverage Department, Kitchen, and House Services.
- Create diagrams, guest table assignments, and other function room setup needs for all large club functions and private parties.
- Research entertainment and decor vendors to bring in as preferred vendors for private and club events.
- Act as a day-of contact for the host and assist the banquet captain in supervising events.
- Track club events from registration through check-in.
- Compile detailed invoices that itemize charges and fees for private and club events.
- Establish a timely line of communication with members from the initial inquiry stage through post-event follow-ups utilizing e-mail, phone, and in-person meetings.
- Maintains awareness of service and event standards regarding banquet policies and procedures.
- Help plan and approve all club marketing and promotions to the membership that require food and beverage.
- Use organizational techniques to provide the appropriate tools, maintain a clean and orderly environment, and accurately communicate important information.
- Attend social industry events and organization meetings for new ideas and industry education.
- Maintains strong industry awareness and consistently works to improve their personal industry knowledge and expertise.
- Assists the Director of Catering with organizing and completing administrative and clerical tasks.
- Completion of management projects as assigned by the Director of Catering.



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## ESSENTIAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Fluent in the English Language.
- Proficiency in Microsoft Office Suite (Microsoft Outlook, Microsoft Word, Microsoft Excel, InDesign or Canva).
- Experience with Jonas Banquet and Catering Software and Social Tables or equivalent event management software.
- Excellent communication skills.
- Ability to work in a fast-paced environment.
- Standing for long periods is sometimes required.
- Ability to work nights, weekends, and overtime as business requires.
- Professional appearance.
- Knowledge of Food and Beverage Service.

## EDUCATION AND EXPERIENCE

Bachelor's degree from a four-year college in Hospitality, Event Management, Business, or related field with 1-3 years of experience; or 4-6 years of related experience and/or training in place of a bachelor's degree, previous country club experience preferred.

## REPORTS TO

Director of Catering

## COMPENSATION & BENEFITS

Salary commensurate with experience and qualifications. Full-time management benefits package including vacation pay, 401K with company match, Christmas fund, and full healthcare benefits to include health, dental, and vision, Short-term Disability, Long-term Disability, Life Insurance Policy, and meals while on duty.

## CLUB OVERVIEW

Established in 1898, Columbia Country Club is a private, member-owned club formerly known as Columbia Golf Club. The Columbia Golf Club was organized by nine men to promote "educational, literary and scientific purposes; social activities and mutual improvements; and to support athletic exercise, outdoor sport, and amusement." The Columbia Golf Club was disbanded following the last round of golf on December 31, 1910.

The new Columbia Country Club opened on January 1, 1911. The Connecticut Avenue site had been purchased in 1909 from the Chevy Chase Land Company. The certificate of incorporation is dated August 25, 1909. The clubhouse was designed by Club member Frederick B. Pyle. The golf course is widely recognized as a Walter Travis design. Herbert Barker and Columbia Founding Member Dr. Walter S. Harban, both close associates of Travis, are often noted as official designers. The Club has hosted three national golf championships - the 1921 United States Open, the 2003 United States Junior Amateur Championship, and the 2021 United States Girls' Junior Championship.

Since its inception, Columbia Country Club has grown and offers a full range of athletic, social, and recreational facilities. These include indoor and outdoor tennis courts, indoor and outdoor pools, a state-of-the-art fitness center, a six-lane duckpin bowling center, platform tennis courts, pickleball courts, a child-minding center, and more. Additionally, the Club maintains multiple restaurants, providing various dining experiences for its members and guests and allowing



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members to host personalized private functions. Ultimately, the essence of Columbia is not defined by the dining rooms or the athletic facilities but by the tradition, excellence, and camaraderie of the membership and the close relationship between the membership and staff that has become known as the Spirit of Columbia.

In January 2023, the Club launched a \$15 million project to renovate 70% of the Clubhouse's lower level, including a new expanded kitchen, renovated Terrace Dining Room, Women's Locker Room, and Men's Tennis Locker Room. The project is scheduled to be completed in Summer 2024.

#### CLUB DETAILS

- 1590 Total Memberships
- \$20M Total Gross Revenues
- \$5.5M Banquet Revenues
- 292 Employees in-Season/207 Employees Year-Round
- Amenities include a 90,000 sq. ft. Main Clubhouse, 18-Hole Walter Travis designed Golf Course, 11 Har-Tru Clay Tennis Courts, Indoor Tennis - 3 Hard Courts (winter), Four Paddle Tennis Courts, Fitness Center, Two Outdoor Swimming Pools, One indoor/outdoor lap pool, Pickle Courts - 2 permanent and 2 seasonal (summer), 6 Duckpin Bowling lanes
- 15 Board members
- 14 Standing Committees
- Website: <https://www.columbiacc.org/>

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