

HOUSTON OAKS CATERING MANAGER

A. REPORTS TO:
Assistant General Manager

B. PURPOSE OF POSITION:

Responsible for the overall operation of the catering facilities. This involves not only running the catering operations during an event, but also handling all the preparation before the event and after as well. The Catering Manager works closely with clients to ensure their event is a success, and follow up with the clients to get feedback after the event itself as well. Catering managers not only manage client relations but also maintain employee and vendor relations to run a successful catering operation.

C. CLASSIFICATION:
Salaried – Exempt

D. DEPARTMENT:
Food and Beverage

E. DUTIES AND RESPONSIBILITIES:

- Provides the highest quality service and product deemed necessary to satisfy Houston Oaks clientele.
- Assisting in the planning of events for clients. Some aspects of planning can include helping the client find other service providers such as disc jockeys, limousine companies, photographers, videographers and wedding planners.
- Developing a list of professional service providers to be used by the Club and its customers. The catering manager should offer to either provide this list or to book these service providers for the client.
- Developing Banquet Event Orders and keeping them current for use by all staff.
- Be available to clients at all times during their events and easily visible.
- Help coordinate with the kitchen staff the management of the back of the house as it relates to timing of food deliver, etc.
- Identify a central contact during the event and check in with that person periodically during the event.
- Responsible for the appearance of catering venues before and during the event.
- Design a room layout for the client that meets the client's seating needs and any entertainment needs, such as having a dance floor available or setting up equipment for audio visual presentations during the event.
- Coordinate special requests for decorations with outside vendors to help supply equipment.
- Work with both the Chef and the client to choose a proper menu.
- Help prepare sample menus and pricing.
- Responsible for the daily operations schedule of her catering facility.
- Train catering and banquet staff. .
- The position should keep in constant contact with vendors. These vendors include not only food providers but also other services, such as linens and equipment suppliers.
- Comparing the prices of different suppliers and making sure the club is getting the best service for the money.
- Attend weekly Food and Beverage meeting and other special event meetings.
- Responsible for all promotional and marketing information for weekly E-view, newsletter and website.
- Help ensure proper bills are prepared for all events.

E. **QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:**

- Working knowledge of all areas of restaurant operations from front of the house to back of the house is required.
- Minimum of 3-5 years progressive experience in a supervisory role in a food and beverage operation.
- Previous experience in management position overseeing restaurant, banquet service to include expansive and administrative responsibilities.
- Customer service oriented with ability to deal with people at all levels.
- Demonstrated ability to lead and supervise.
- Must be able to lift a minimum of 25lbs.
- Must be able to lift and carry a service tray complete with dishes.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

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Send Resumes To:

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