



MIRAMONT



Director of Catering

Discover a Place Like No Other

Anchored by a private Robert Trent Jones II Golf course and magnificent 93,000 square-foot Clubhouse, Miramont's exclusive neighborhood offer a country club lifestyle and homes that are unmatched in Bryan, Texas and well beyond. Within the area bounded by Houston, Austin and San Antonio, Miramont is unique in the remarkable quality of its classic architecture, championship golf course and the relaxed, refined lifestyle it offers to homeowners and Club Members.

This magnificent club is now seeking a Director of Catering to complete a very special team that embodies what a club is all about – exceptional service and experiences, family and community.

JOB SUMMARY

The Director of Catering is responsible for promotion and sales of the Club's facilities for private events, weddings, business and social meetings, as well as other Member-related activities.

ESSENTIAL JOB FUNCTIONS

- Promotes, advertises and markets the Club's social event facilities and capabilities to all Members, as well as sponsored guests planning eligible non-member events.
- Helps Member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning.
- Provides guest tours and suggestions to sell the Club's facilities for events.

- Works with the Executive Chef and Clubhouse Manager 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 Member interests.
- Suggests and helps plan event menus with the Executive Chef or other culinary personnel.
- Maintains past and potential client files; schedules calls or visits to assess on-going needs of prospective clients for catering services.
- Develops a catering sales plan; reviews financial reports and takes corrective action as appropriate to help ensure that booking goals are achieved.
- Helps guests with parking, entertainment, decorations, audio-visual, floral and any other requirements integral to events.
- Critiques functions to determine future needs and implements necessary changes for increased quality.
- Attends Senior Staff and Food/Beverage meetings to review policies and procedures, future business and to continually develop quality and image of banquet and catering functions.
- Tracks new products and trends in food service and catering applicable to the Club.
- Diagrams room layout, placement of banquet items and related function details.
- Meets with other department heads to plan special Member events, golf tournaments, etc.
- Manages banquet billing and client correspondence.
- Updates weekly function information for all affected staff.
- Maintains Jonas software master calendar.
- Inspects all event setup and banquet rooms to ensure they are properly set and ready for upcoming shifts/events according to operating procedures and/or BEO's.
- Organizes and creates "Battle plans" for all Club and non-club events to ensure proper delegation of event responsibilities among staff members.
- In conjunction with the Director of Membership & Communications, develops creative ways of promoting club functions in all outlets.
- Performs other assignments and projects as required by the Clubhouse Manager.

JOB QUALIFICATIONS

- High school diploma or equivalent.
- College degree or equivalent experience preferred, especially in the area of business and/or hospitality management.
- Minimum of three years hotel/restaurant or private club service experience in a management-related capacity with progressive growth and responsibility in the restaurant/private club field.
- Great attitude and highly self-motivated.
- Creative and dynamic.
- Impeccable written and verbal communication skills.
- Sales and Marketing experience a plus.

HOW TO APPLY

Email your resume to Lynne LaFond DeLuca at The Association of Club Catering & Event Professionals Lynne@TheACCP.com