



DIRECTOR OF CATERING

REPORTS TO: ASSISTANT GENERAL MANAGER

Club Information

Founded in 1949, The Briar Club has evolved with the city of Houston from a casual, suburban club to a dynamic indoor/outdoor family Club serving an urban member base that actively participates in its many top-rate leisure offerings. The campus is a 5.5-acre oasis within Houston. The Briar Club is located inside Loop 610 between the River Oaks and West University neighborhoods, and between downtown Houston and the Galleria Area. This active, bustling family-centered Club completed a \$34 million renovation in 2016. The Annual Food and Beverage Sales are \$6.5 million and growing. The Briar Club is a true hybrid with the finest facilities and amenities for the whole family. The Briar Club is currently recognized as a Distinguished Gold Club of the World. The Club currently boasts more than 1,400 active members.

Summary

In your capacity as Director of Catering you will report directly to the Assistant General Manager. You will work in conjunction with all other food and beverage managers and Department Heads involved in special events involving the Catering Department. You will be wholly responsible for the Club's Catering operations to include booking, billing and collections.

Essential Duties and Responsibilities

- CREATES WOW by: anticipating needs and wants, being prepared, being continuously enthusiastic, executing flawlessly and doing it now
- Responsible for booking, billing and collection of payment for Member and Outside Guest events.
- Meets with prospective clients to book and promote special events.
- Prepares quotes and contracts for banquet events.
- Completion and distribution of all BEOs to their appropriate departments in a timely manner.

- Responsible for the hiring, training, supervision and discipline of all Catering personnel.
- Forecasts projected annual banquet sales to be submitted to Executive Management for inclusion in the Club's Annual Operating Budget.
- Effective management of your annual budget, including meeting forecasted projections and controlling expenses.
- Networks with industry leaders to promote event business at the Club.
- Coordinates banquet events with Executive Chef and Banquet Director.
- Communicates event needs to all appropriate Food & Beverage staff.
- Adheres to all the various written mandatory standards of operation, policies, procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.

Qualifications

- Bachelor's degree preferred.
- 5 + years' experience in catering sales in a private club or similar upscale environment.
- Experience in budgeting and revenue forecasting.
- Personable, detail oriented and self- motivated.

Compensation

The Club offers a competitive benefits package, commensurate with qualifications and experience.

*Forward cover letter and resume via email to:
Samantha Van Veen, Assistant General Manager
samantha@thebriarclub.com*