



Job Description Catering/Banquet Manager

Job Summary

Promote the club's dining facilities for private banquets, business and social meetings and other member-related activities. Develop contracts for and oversees all administrative and operational aspects of preparing and serving events. Work with Food & Beverage, banquet and other departments to assure that the members and guests' expectations are exceeded.

Job Responsibilities

1. Promotes, advertises and markets the club's social event facilities and capabilities to all members
2. Helps member and outside clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning
3. Provides guest tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned
4. Works with the Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts
5. Suggests and helps guests plan menus in conjunction with the Executive Chef and/or other culinary personnel
6. Transmits necessary information to and coordinates event planning with production, serving and housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
7. Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests
8. Checks function sheets against actual room set-up; oversees personnel scheduling for special functions and may help supervise service personnel
9. Oversees scheduling of food and beverage service employee meetings
10. Handles client complaints
11. Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services
12. Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met
13. Helps guests with parking, entertainment, decorations, audio/visual and any other requirements integral to events being planned
14. Represents members' needs and interests on applicable club committees
15. Obtains necessary permits for special events/functions
16. Arranges prompt payment for all events
17. Critiques functions to determine future needs and to implement necessary changes for increased quality
18. Attends management meetings to review policies and procedures, upcoming business and to continually develop quality and image of banquet and catering functions
19. Tracks new products and trends in food service and catering applicable to the club
20. Ensures the security of valuables (club's, guests' and members' property) during catered events
21. Assumes responsibility of manager on duty (MOD) when necessary
22. Plans professional development and training activities for subordinate staff
23. Helps members plan special events including menus, entertainment, theme, decorations and other aspects
24. Maintains current and accurate files for all outside and member events
25. Coordinates and assists with the set up and delivery of assigned banquet events
26. Compiles and manages various sales and other reports detailing the operation of the catering department
27. Diagrams buffet tables, guest tables and other function room set-up needs for special events
28. Holds pre-function meeting with servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses
29. Ensures that all banquet staff are well-groomed and in proper uniform (including name tags)
30. Assists with on-going sales efforts for group and local function business
31. Assures proper inventory of all banquet service equipment and supplies to meet required needs
32. Handles member and guest complaints
33. Assures that all functions are properly staffed in accordance with the approved banquet staffing schedule
34. Assures the neatness, cleanliness and safety of all banquet areas

35. Participates in scheduled staff and management meetings
36. Conducts after-event evaluations to improve quality and efficiency of banquet functions
37. Ensures that all appropriate charges are billed correctly to each event and forwarded to the accounting department for billing
38. Performs special projects as assigned

Reports to:

General Manager, Assistant General Manager

Compensation Package:

Negotiable based on experience. This is a partially commission-based position, and does have a salary component attached as well. Typical annual income for prior Catering/Banquet Manager's has been in the range of \$50-\$60K.

Please send Resume, Cover Letter and References to Matt Cohen, PGA General Manager, and Lindsay Zurawski, Assistant General Manager via email.

matthew@cascadesoftexas.com

lindsay@cascadesoftexas.com