

# Job description

## POSITION DESCRIPTION SUMMARY

This position is responsible for, achieving the Private Events Sales Plan, management of Catering Events and daily support of the F&B Ala Carte Operations.

## ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES

- Responsible for the preparation and achievement of the Private Events Sales Plan.
- Work with Chef, AGM, Membership Director and Clubhouse Managers to establish profitable catering menus that meet the needs of the Members, Member Guests, catering clients and profit goals of the Club.
- Provide input to the Clubhouse Managers, AGM & Chef on hiring, scheduling and training of the banquet support staff.
- Monitor and report on Member and Guest host satisfaction of private party functions.
- Work with Membership Director to successfully plan and implement member events.
- Develop and maintain a sufficient prospect inventory to insure on-going contact with existing client base. Maintain a minimum of 10 - 20 "A: prospects that will book within 30 days."
- Maintain a minimum of 25 leads that are in the process of qualifying as a prospect.
- Analyzes the requirements of the function and decides type of service necessary; works with published catering menus or structures menu proposal, deciding on prices with Chef, AGM and Clubhouse Managers and closes sale where necessary with proposal and other "fencesitter items"; draws up contract, procures client's signature, and collects necessary deposit.
- Become proficient in the use of Jonas computer system, especially as it relates to the banquets and catering software.
- Be able to independently solve problems of host and guests with catered functions.
- Works with AGM to review goals and a plan of how to achieve them. This includes a Weekly Sales Meeting that reviews Catering Sales Forecasts and upcoming prospecting focus, plus review of Prospect Inventory.
- Design and market Special Prospecting Projects to bring in more business, such as; wedding promotions, Meeting Planners Promotion, Administrative

Assistant programs, and any other marketing programs increasing prospecting base.

- Conducts as needed catering operations meetings with Chef, AGM, Clubhouse Managers, Membership Director, etc., to review client's wants/needs and overall operational flow of parties.
- Timely distribute function sheets to all concerned departments complete with function details and special instructions.
- Provide a "Warm Welcome" for Private Function Hosts and Guests upon their arrival to the Club.

## **WORK EXPERIENCE**

- Two years previous food and beverage experience to include banquet and catering sales.
- Knowledge of Word, Excel, Publisher and knowledge of Jonas/ACT a plus
- Must have excellent organizational, communication, and computer skills
- Must be able to foster and develop relationships with members, guests and staff

## **EDUCATION**

- Experience developing and managing departmental budget (catering)
- Ability to work in a fast pace environment, mostly indoor work, some outside.
- Knowledge of food preparation and etiquette preferred.
- Knowledge of state and local alcoholic beverage regulations.
- College or culinary degree ***preferred***

Here at UTGC, we strive to build long-term relationships with our team. We are seeking candidates who are committed, passionate, autonomous, and devoted.

### **Schedule:**

Work schedules are flexible frequently requiring weekend, day and night availability. Holiday, weekend and night availability is required at times to successfully fulfill the responsibilities of is position

### **OTHER ACCOUNTABILITIES**

Because of the fluctuating demands of the company's operation, it may be necessary that each team member perform a multitude of different functions; therefore, as an essential part of your position, you will be expected to help others when the occasion arises, just as other Employee Partners are expected to help

you. Accordingly, you may be expected to perform other tasks as needed or as directed.

### **REPORTING RELATIONSHIPS**

- Reports Directly To: AGM
- This position works closely with; Membership Director, Chef and Club Manager
- Other Positions Reporting To This Supervisor: If a part time person is required to assist with Private Event Sales
- Indirectly Supervises: Banquet team

### **What we bring to the table:**

*A little about who we are:* The University of Texas Golf Club is one of Austin's newest private golf clubs that is destined to be one of the best in Texas. Founded by a group of UT alumni who set out on a mission to create a first-class golf club that would serve as the home for The University of Texas' golf teams, their dream evolved to extend the course and its facilities to membership. Today, the club is home not only to the University's teams, but also to an extraordinary group of members who enjoy superb golf, service, friendship and the spirit of Texas. Home to UT's Men's and Women's Golf Teams, this course features 18 magnificent holes designed by Bechtol Russell Golf, located between Lakes Austin and Travis. The 7,154-yard, par 71 course is bordered by the Balcones Wildlife Preserve and features extraordinary views of Lake Austin and the hill country. The club also features outstanding practice facilities with generous teeing grounds for both the Club's Members and the University's players.

**Salary: Base salary:** \$60,000K+ 2% of Banquet & Event Top Line Revenue and Quarterly & Year End Bonus Potential.

**Benefits:** We offer very competitive benefits, with an **free** employee base medical plan (at no cost to the employee), dental, vision, matching 401k\*, daily employee meals, privledges to our facility amentities (I.E golf, tennis, fitness, pool..), cell phone allowance.

Job Type: Full-time

Salary: \$60,000.00 - \$70,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance

- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Work Location: In person