



Catering Manager Job Description

Position Title: Catering Manager

Reports to: Director of Sales and Catering

Position Summary:

The Catering Manager is responsible for booking, planning, and managing the in-house details for group and convention bookings. In addition, solicit business for assigned catering markets with an assigned revenue goal.

Essential Functions:

- Manage existing accounts and follow up with client/member re-solicitation to capture future business.
- Finalizes BEO's weekly and has all information published for weekly distribution.
- Prepare Resumes for functions to review with the ops team
- Take inquiries for the assigned market and contract bookings with the right F&B minimums, Guestrooms rates etc.
- Prospect for new business and help increase revenues and participate in sales calls to promote the club
- Give site tours to new and existing guests and members
- Attend daily BEO meetings to review function details
- Have comprehensive knowledge of all operational departments within the Club; Front desk, Club services, housekeeping, audio visual, accounting, restaurants, bars, and engineering
- Ensure that all billing and charges for services are rendered
- Enforces the service standards for all banquet events, meetings and related operations including innovative and creative food and beverage/bar displays.
- Handles member/guest complaints and works to provide a solution in a timely and professional manner.
- Promotes a positive work environment, and a positive team atmosphere with other Banquet, Catering and Culinary management and staff.
- Continues to acquire knowledge of the latest trends of special events and service by studying trade publications and attending local events to maintain visibility.
- Performs all other duties as assigned by the Director of Sales/Catering.

Qualifications and Skills:

Education: Bachelors' degree in Marketing or Hospitality Management or any other combination of education, training or experience that provides the required knowledge skills and abilities.

Experience: Must have at least 1-2 years of Catering Sales or Event planning. Experience in a luxury Hotel or Club setting is preferred.

Additional Skills: Proficiency with Microsoft Word, Excel and Outlook is required, excellent communication, organization, and service-oriented people skills. Experience working with Delphi