



RIVER CREST COUNTRY CLUB

Director of Catering

The Director of Catering at River Crest Country Club must be a detail oriented professional with the ability to effectively manage multiple tasks simultaneously. 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 banquet and other departments to assure that the member/guests' expectations are exceeded. Leads and manages all day-to-day activities related to the catering sales function with a focus on building long-term, value-based member, group and customer relationships that enable achievement of River Crest objectives. Monitors and manages against Club catering sales goals and makes recommendations on goals for direct reports. Creates opportunities to grow the department through member interactions. The Director of Catering coordinates with other key department heads, primarily as relates to cooperative efforts surrounding planning, scheduling, and working of special events and implementation/management of Departmental and Club projects. Functions as a strategic leader of the club with responsibility for all aspects of the operation under reporting umbrella, including member and employee satisfaction, human resources, financial performance. Ensures implementation of the River Crest brand service strategy and Club initiatives with the objective of meeting or exceeding member/guest expectations. Holds department teams accountable for strategy execution, and guides their individual professional development. Ensures the objectives and goals of River Crest Board and Management achieve brand positioning and success. Builds member loyalty through proactive communication, setting and managing expectations and delivering solid results.

We will only consider applicants who have experience in catering sales in a fast-paced banquet facility, large club or hotel environment. Computer knowledge in catering software systems along with technical food and beverage and banquet

vocabulary is a definite plus.

QUALIFICATIONS & WORK REQUIREMENTS:

➤ Education and Experience

2-year degree from an accredited university in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 4 years' experience in the sales and marketing or related professional area.

OR

4-year bachelor's degree in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 2 years' experience in the sales and marketing or related professional area.

Preferred: 4 year college degree.

- Demonstrated skills in supervising a team.
- Hospitality or Hotel industry work experience, demonstrating progressive career growth and a pattern of exceptional performance
- Attention to detail and mental concentration are necessary for accurately performing tasks and tolerating frequent interruptions.
- Must present a neat and clean personal appearance.
- Must have timely, reliable attendance.
- Must have a professional, courteous & respectful attitude toward members, guests, vendors, co-workers and supervisors.
- Ability and willingness to work flexible hours including weekends, holidays and late nights.