

Founded in 1915, Olympia Fields Country Club is the pinnacle of the private club experience. Olympia Fields Country Club boasts two award-winning & top ranked golf courses, a 110,000-square-foot clubhouse, one of the largest men's locker room, an award-winning pro-shop, 24 well-appointed guest rooms, resort style aquatic and tennis facilities, five exquisite dining options, secluded conference rooms, and two magnificent grand ballrooms.

Located conveniently just 32 miles south of downtown Chicago, Olympia Fields Country Club serves as a wonderful escape for golf enthusiasts and the perfect retreat for entertaining business clients or a fun group getaway.

Role Summary: The Catering Manager represents OFCC with the highest level of professionalism; while overseeing all details of club events. Follow checklists for all events based on the BEO, serve as the liaison person for all members/guests, anticipate and address all service needs. Coordinate with multiple departments to ensure events properly set up and executed successfully.

Reports To: Director of Catering

Essential Functions:

- Manage a team of 25 part-time servers, food runners, and bartenders.
- Interview, hire, train, mentor and discipline staff to consistently provide exceptional service.
- Develop and implement department's standard operating procedure to train staff in all catering functions
- Coach, guide and discipline staff in accordance with OFCC Employee Handbook
- Hold pre-event meetings with staff to discuss details, observe and evaluate staff's appearance.
- Responsible for POS billing, upkeep, data collection and reporting
- Responsible for inventory and proper billing
- Assure bar is properly set up with an adequate supply of inventory for each event.
- Assure that all laws applicable to beverage operations are consistently followed.
- Ensure all staff have proper certifications; food handlers and basset, ensure all staff follows guidelines
- Create schedule, delegate tasks, and provide effective feedback.
- Highly visible at all times during an event to oversee and support staff
- Coordinate timing and service during events to ensure member/guest satisfaction.
- Report accidents and injuries to Human Resources in a timely manner.
- Complete all managerial training and remind staff of required training as needed
- Approve timecards and process employee action forms to maintain HRIS system
- Assist in sales department - booking events, schedule and provide facility tours to clients
- Coordinated across all departments; F&B, IT, security and housekeeping, for events
- Direct and work with vendors; main point of contact for events
- Accept and consider member/guest feedback in search of ways to improve service

- Communicates with Accounting dept. regarding proper billing, payment, tipping and monetary needs for future catering department needs, such as handling cash for cash bar sales, food deliveries during events
- Communicates with store room and housekeeping regarding department needs
- Extremely organized, efficient and detail orientated in all aspects of managing and event execution
- Highly motivated, goal driven, and a self-starter in all aspects of managing
- Excellent communication skills written and verbal; towards staff, co-workers, members, and vendors
- Outstanding interpersonal skills, polished and professional demeanor at all times
- All other duties as assigned

Requirements:

- High school diploma or GED required
- At least 5 years of catering or banquet experience required; hospitality setting preferred
- At least 5 years of managing experience required
- Manager ServSafe and Bassett certifications required; or obtained within 7 days of employment
- Must be available to work flexible schedule including nights, weekends and holidays
- Must be able to lift up to 25lbs

Please apply online at: <https://ofcc.applicantstack.com/x/openings>