



Director of Catering Sales & Events

Reports To: Food & Beverage Director

Department: Food & Beverage

FLSA Status: Exempt; Full Time

The Edina Country Club is seeking a Director of Catering Sales. This person is an integral member of the Club leadership team and is a key contributor to the overall member experience. The Director of Catering Sales oversees all event and catering operations and is the Chief Memory Maker at ECC! Planning, organizing and orchestrating all club events from weddings to birthday parties to golf tournaments to holiday celebrations, this person works closely with both members and employees to create positive experiences for all. The Director of Catering Sales and Events reports directly to The Director of Food and Beverage. The Director of Banquet Operations, Banquet Manager, Banquet Set Up Team and Banquet service teams report directly to the Director of Catering Sales and Events.

Edina Country Club is a family-oriented community that provides year-round, diverse, recreational and social activities for its members. The ideal candidate for this position will be a knowledgeable and experienced professional who is a creative collaborator that strives to provide outstanding experiences!

SALARY & BENEFITS

Salary: is negotiable and relative to experience

- Medical, Dental & Life Insurance
- 401k plan
- Short-term and Long-Term Disability Insurance
- Competitive Vacation and Paid Time Off
- Paid Holidays
- Closed on Thanksgiving, Christmas Eve, Christmas Day and New Year's Day
- Annual Holiday Bonus
- Retail Shop Discounts
- Complimentary Culinary-inspired Meals and Beverages Daily
- Monthly Clothing Allowance
- Monthly Dining Allowance
- Access to Golf Course, Gym, Pool and Raquet Sports on Select Mondays

EVENT PLANNING & OPERATIONS

- Responsible for all Member and Guest interaction in regard to booking and confirming events in coordination with the Banquet Manager.
- Initial communication, generally by phone or email (Secure as much information as possible in regard to the upcoming event.)
- Set up initial personal meeting (include Banquet Chef, Pastry Chef if necessary.)
- Tour the Member/Guest through the facilities.
- Relate all pertinent information to Member/Guest.
- Develop menu with Member/Guest input- Confirm with Purchasing Dept.- and Banquet Chef.
- Finalize menu development with Member/Guest.
- Confirm final counts.
- In coordination with Golf Pro, General Manager, Food & Beverage Director, Event Chairs plan Member Events, Private Events, etc.
- Book entertainment for Member Events in coordination with Events Manager.

- Develop, plan, organize and manage all aspects and the activities of assigned Banquet areas as well as administrative support functions with emphasis on planning, implementation and/or development of innovative operating business policies, procedures and practices to ensure effective operations and department financial stability, including supervision of Banquet Managers, Captains and staff.
- Prepare operational reports and analyses setting forth progresses, adverse trends and appropriate recommendations and conclusions: develop and recommend policies and procedures related to assigned operations: Make recommendations for increased savings, reduced costs, and improved services: determined changes in selling prices and menu items as needed on coordination with the Food and Beverage Director and General Manager. Propose new equipment purchases: review recommendations regarding direct reporting subordinates.
- Determine in coordination with the Food and Beverage Director and Purchasing Manager food and beverage supplies as needed. Preparing specifications for purchase and ordering for requisition of food and beverage.
- Develop, implement, and maintain department-catering operations, establishing quality and service standards for in-house events and services.
- Develop, implement, administer and maintain quality standards for service and customer interaction, cleanliness and sanitation, safety, alcohol control, security, cash control, dress and employee hygiene in compliance with appropriate laws, regulations and Club policies and Standards.
- Develop and coordinate all room layouts for all events with the Banquet Manager of duty and the Banquet set up Manager.
- Plan and conduct meetings with subordinates to ensure proper staffing and supervisory levels in accordance with Club guidelines and initiatives and compliance practices and policies and to keep employees abreast of current changes and standards: train new personnel in proper procedures related to food service work within the Banquet department.
- Plan, schedule and assign supervision of the work of assigned areas to ensure proper distribution of assignments, adequate manning and facilities for performance of duties, and prompt and efficient preparation and delivery of services.

EDUCATION & EXPERIENCE

- High school diploma or equivalent is required.
- Bachelor's or Undergraduate Degree.
- Thorough and practical knowledge of food and beverage operations.
- Experience must include food & beverage and past supervisory role(s).
- Experience at a private club is preferred.
- Experience in resolving customer issues/complaints as well as overall. excellent customer service required.
- Proficient in computer software including restaurant POS systems like Restaurant Manager, Excel, Microsoft Office, etc.

LEADERSHIP & TEAMWORK

- Demonstrated management experience.
- Ability to delegate and manage staff of varying experiences and abilities.
- Proven ability to effectively foster a team environment.
- Ability to make decisions in a fast-paced environment.
- Ability to effectively communicate with others.
- Demonstrated commitment to customer service.
- Excellent problem solving/decision making skills.
- Ability to work independently and proactively in a fast-paced environment.
- Candidate must have the ability to work varying shifts based on banquet and club needs including days, nights, weekends, and holidays.

ATTRIBUTES

- Strong writing, speaking and communication skills.
 - Strong organizational skills are a must.
 - Positive attitude! Having a warm, friendly, and positive personality are integral to being an effective leader.
 - Hospitality is the core of what we do. We are here to serve and create memorable experiences.
 - Having an active and energetic personality is key.
- 