



POSITION: Catering/Event Sales Manager  
REPORTS TO: Food and Beverage Director

*The Wilds Golf Club is nestled in the breathtaking natural setting of Ponderosa Pines and beautiful wildlife habitats. Our Clubhouse is a stylish Frank Lloyd Wright inspired design offering a spectacular view of the Minneapolis Skyline and all our rooms have a great view of the 18th green and access to our fair-weather patio. Our Banquet Room and private dining rooms accommodate a wide variety of seating capabilities, including up to 350 for weddings or corporate banquets, as well as a classroom-style and theater-style seating.*

**Purpose:** The purpose of the Catering/Event Sales Manager is to provide friendly, knowledgeable, and efficient experience to our guests in accordance with The Wilds Golf Club standard operating procedures. Assuring a high standard of appearance, hospitality and service in personnel and cleanliness. This individual must be passionate and an outgoing leader to join the Food and Beverage team. The successful candidate will be the first point of contact for inquiries to fill our venues calendar of events. Meeting and exceeding guest expectations in all regards to further the vision of The Wilds Golf Club's tradition of serving our guests.

**Position Duties:**

- Provide Guest tours and offer suggestions in efforts to sell the clubs facilities for the occasion being planned.
- Help guests plan banquets, luncheons, meetings, weddings, dances and other guest needs.
- Promptly respond to customer inquiries by phone, text, email, and website.
- Assemble contact and billing information and assist with accounts receivable.
- Responsible for supervision of banquet staff in all areas to ensure that high level of service is being delivered consistently to our guests.
- Responsible for recruiting and training banquet staff to be effective team members in delivering excellent service and maintaining professional appearances.
- Positively interacts with event coordinators and guests by answering questions and solving problems to meet guests' expectations.
- Positively communicating with employees in personnel and training matters encouraging teamwork and accountability, while working hands on with employees.
- Responsible for enforcing rules, guidelines, policies, and procedures as outlined in Employee Handbook and those established by the Ownership.
- Knowledge about all menu items, preparation methods, and potential allergens.
- Dresses and conducts themselves in a professional manner at all times.

- Monitor and follow current event trends to broaden event sales.
- Assures that all laws and sanitation guidelines regarding food and beverage operations are consistently followed.
- Other duties as requested by the Food and Beverage Director.

**Job Requirements**

**Preferred Experience:** The ideal candidate will have at least two years catering sales and event management experience in the hospitality industry with proven wedding and event management experience. Must have strong interpersonal and communication skills, including sales, negotiation and closing skills. Must be creative, enthusiastic, flexible, customer focused with strong organization skills.

**Working Environment:** Position requires standing, walking, and generally moving several hours at a time, inside and outside the building depending on the needs of the guests and employees. Lifting of food orders, dishes, equipment, trays, etc. required as needed. Hours of position will vary during the golf season and off season. Must be able to work a flexible schedule including nights, weekends and holidays as needed. Position is salaried full time, benefit eligible.

**Compensation:** Salary is dependent on experience. PTO based on years of employment. Health and Dental insurance coverage available according to employee handbook. Bonus incentive program. Meals and golf course availability on select days.

Interested, qualified individuals should email their cover letter and resume to The Wilds Golf Club General Manager Scott Reuter, PGA, at [sreuter@golfthewilds.com](mailto:sreuter@golfthewilds.com)