



**Title:** Catering Manager

**Job Summary:** Promote and book club functions along with private banquet functions. Contracts and oversees all function activities during the club season. The position requires the candidate to work with management team, and hourly staff to exceed member expectations, inside and outside of functions.

**Job Duties**

1. Promote and book clubhouse facilities to members and their guests
  - a. Clubhouse
  - b. Picnic Grove
  - c. Monday Outings
2. Strive to make all club events memorable but still profitable unless otherwise noted by adhering to budgeted expenses
3. Work in tandem with culinary department heads to
  - a. Update banquet selling book on a yearly basis
  - b. Create, Plan, Suggest menus for Club functions, member functions, and member sponsored events
4. Contract vendors for club functions (Holidays, Tournaments, Monday outings, Ect.)
5. Communicate and transmit information to all departments in the clubhouse on a weekly basis or as drastic changes occur
6. Oversee Club Function Reservations and assist with seating disputes
  - a. Work with front desk receptionists to create floor diagrams
7. Handle client complaints in a professional business manor
8. Help members and guests with recommendations of anything party related
  - a. Valet, entertainment, decorations, A/V
9. Maintain a thorough record of banquet and club functions
  - a. The Big Book of what happened
10. Be present and engaged during all significant club events, banquets, weddings, outings
11. Work closely with Food and Beverage Manager on
  - a. Setup and breakdown of functions
  - b. Floor diagrams
  - c. Special needs
  - d. Food service "Sweeping"
12. Attend weekly
  - a. Management meetings to ensure proper communication to all departments
  - b. F&B meetings to discuss current and future events
13. Maintain a "% of complete" file in coordination with accounting office



14. Stay organized and continually work on creating more efficiency in Catering Department
15. Shop competition yearly to stay competitive with market

**Reports to:** Clubhouse Manager

**Supervises with Food and Beverage Manager**

1. Banquet Servers
2. Server Assistants
3. Bartenders

**Reports to:** Ryan TenBrink Clubhouse Manager

Benefits:

1. Comparable salary to industry
2. Health, dental, vision coverage
3. 401k with 4% matching (available after first year)
4. Paid vacation
5. Clothing, education and dining allowance
6. Annual bonus based on objectives

Please send resume, references, and cover letter to:

Ryan TenBrink

Clubhouse Manager

rtenbrink@orchardlakecountryclub.com

**The job duties that are listed can be subject to change  
at any time based on needs and requirements**