



Position Posting: Director of Catering
University Club of MSU • Lansing, Michigan
(Posted March 1, 2017; available immediately)

Overview:

Founded in 1929, the University Club of Michigan State University is located on the campus of MSU, overlooking MSU's Forest Akers West golf course. The Club currently serves nearly 1,500 member families with dining; member events; banquet services; a fitness center, spa, and child care facility; and seasonal recreational facilities (including a pool, tennis courts, and more) scheduled for total renovation beginning in September of 2017. In addition, the University Club adjoins the Henry Center for Executive Development, featuring over 30 additional function rooms available to Club members. With a team of nearly 250 dedicated professionals, the University Club enjoys a reputation for excellence throughout the mid-Michigan community and club industry, and is a proud winner of the Excellence in Club Management Award.

Job Summary:

Direct the sales team and oversee the planning of \$4 million in banquet food and beverage sales and services at a year-round private member club, working closely with the management team and hourly staff to ensure successful execution that exceeds member expectations and grows revenue.

Job Tasks:

1. Manage departmental staff, recruit new staff as needed, and provide departmental training.
2. Oversee the timely and thorough creation and distribution of BEOs (weekly) and guarantees (daily), chair weekly BEO meetings, ensure the timely distribution of updates and changes, as needed. Maintain historical records of banquet and club functions.
3. Collaborate with support departments to ensure the delivery of all promised products and services, as discussed with the member or client.
4. Work with Culinary and F&B Services departments to determine pricing for all banquet offerings, keeping informed of competitive offerings and pricing; update collateral materials as needed.
5. Work with Executive Chef to plan available menus for private functions.
6. Maintain excellent relationships with vendors, and contract with appropriate vendors on behalf of banquet clients, or refer, as appropriate.
7. Remain knowledgeable about meeting and event trends, make recommendations for new resources needed and services to implement in order to serve changing needs and retain the Club's reputation for excellence.
8. Master the appropriate modules of Jonas software necessary in order to ensure the most effective and efficient completion of departmental responsibilities; resolve issues and request new features, train staff on all features.
9. Attend weekly senior management and F&B meetings to ensure proper communication to all departments.

Qualifications:

Required: Prior experience as a meeting planner or banquet/catering sales manager; excellent oral and written communications skills and computer skills.

Preferred: Bachelor's degree in business administration, hospitality management, or a related field of study; prior management experience; CMP certification.

Compensation:

Exempt position; salary commensurate with qualifications and experience, plus full benefit package.

Reports to: CEO/General Manager

How to Apply: Visit universityclubofmsu.org (employment section) to download an employment application. Send completed application, together with a cover letter and resume, to Karen Grannemann, CCM, CEO & General Manager, at kgranne@gmail.com