



Catering Director

The Village Club

"Welcome Home"

190 East Long Lake Road, Bloomfield Hills, MI 48304

<http://www.thevillageclub.org>

A Tradition Since 1956

The mission of The Village Club is to provide a unique private club experience and gracious, friendly environment for its members while offering casual and fine dining, cultural, educational, social and philanthropic opportunities.

We Are: The Village Club is a city club located in the lovely, wooded rolling landscape of Bloomfield Hills, Michigan. The Club provides a unique, private club experience and a friendly environment for its members. The Village Club Foundation serves charitable organizations in the Tri-County area. The educational, philanthropic and social principles, upon which the Club was founded, remain the focus of the Club. Classes, which are also offered to the community, are held; social events; trips and fine cuisine are enjoyed by the membership, while always retaining a gracious and inviting ambience.

Responsibilities of Catering Director:

Promotes the club's dining facilities for private banquets, business and social meetings, and other member-related activities. Develops contracts for and oversees all administrative and operational aspects of preparing and serving events. Works with other departments to assure that the guest's expectations are exceeded.

Essential Functions:

- Promotes the club social event facilities to all members.
- Works with Management Team and Committees to plan unforgettable events.
- Coordinates members, committees and the club banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for planning.
- Manages banquet billing and arranges prompt payment for all events.

- Works with Chef to determine selling prices for catered events.
- Suggests menu and helps members and guests plan menu in conjunction with the Executive Chef and/or other culinary personnel.
- Inspects finished arrangements.
- Checks special function sheets against room set-up, oversees personnel scheduling for special functions and may help supervise service personnel.
- Communicates with relevant departments to ensure proper servicing of accounts.
- Handles complaints.
- Maintains past and potential members and guest files; schedules calls/visits to assess on-going needs of prospective members for catering services.
- Helps develop catering sales budgets; reviews financial reports and takes corrective actions as appropriate.
- Helps guests with entertainment, decorations, audio/visual and any other requirements integral to events being planned
- Responsible for hands-on service work when needed and orchestrating events when necessary
- Prepare accurate, detailed, consistent and complete BEO's and Room diagrams pertinent to each planned event and in accordance to the distribution schedule that has been established for the department.
- Represents members' needs and interests on applicable club committees.
- Obtains necessary permits for special events and functions.
- Critiques functions to determine future needs and to implement necessary changes for increased quality.
- Specific Knowledge, Skills and Abilities



Essential Functions Continuation:

- Provides guest tours and offers suggestions in efforts to sell the merits of the club's facilities for the occasion being planned.
- Understand our house rules as determined by our Board of Governors and reports infractions to management professionally and accurately.
- Updates weekly function information for all affected staff.
- Serves as liaison between kitchen, service and management staff.
- Maintains club's master calendar and function book.
- Performs special projects as assigned by the GM.
- Attends staff and management meetings to review policies and procedures, future business and to continually develop quality and image of banquet functions.
- Assumes responsibility of manager-on-duty when necessary.
- Meets with other department managers to plan food and beverage aspects of special events organized by the staff members.

- Must possess extensive knowledge of food and beverage etiquette, guest relations and service standards.
- Ability to work under pressures and work long hours.
- Ability to connect with members and guests through interpersonal skills.
- Ability to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 30 pounds.
- Educational Background and Standards
- Degree in Hospitality or related field is preferred.
- At least two years of experience in catering/event planning (club experience preferred).
- Knowledge of Microsoft Office and Windows.
- Positive attitude with organizational skills.
- Excellent communication skills.



Please send your resume,
cover letter and references to:
generalmanager@thevillageclub.org


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