



River Oaks Country Club Contract Catering & Events Manager

Reporting to the Director of Catering and Events, the ***Contract Catering & Events Manager*** is a temporary member of the Catering team of 6 who are collectively responsible for managing all of the Club events to the highest attainable standard.

While coordinating numerous events simultaneously, this role is the liaison between the ROCC Members for all aspects of their events. Ensuring success by identifying event resources, coordinating pre-event details, effectively managing all on-site logistics and recommending the most appropriate food and beverage are critical success factors for this high profile, dynamic role.

***Contract role through Summer 2024 ~ Package includes base rate + housing ~
Platinum Club with a long tenured team ~ Exciting work to add to your resume!***

***Starting at \$39.00/hr ~ Contract role through Summer 2024 ~ Package includes base rate + housing
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Please email: Nayeli.sevilla@riveroaksgc.net

Duties and Responsibilities

- Conceptualize, budget, contract, plan, and coordinate all aspects of the events falling under your purview, including Member events such as wine program, tennis, golf, and aquatics areas of the club, as well as holidays, socials, corporate, nonprofits and weddings. Create room diagrams and detailed event orders noting all food and beverage requirements, timeline, set up, and decor details.
- Assist Members with hiring and coordinating outside vendors for event elements such as entertainment, linens, florals and audio visual.
- Addresses Member and Guest inquiries, questions, concerns, complaints. Partner with vendors during planning and execution.
- Conduct site visits with Members, hosts and vendors.
- Manage financial requirements for an event including budgeting, deposits, final payments and processing vendor invoices.
- Provide onsite support for set-up/teardown, event flow, registration while acting as liaison between the ROCC Members, guests and internal support staff.

Qualifications

- Four+ years of experience as an event (sales) manager
- Previous experience as a Director of Catering or Catering Manager at a private club is preferred
- Experience with Delphi and Social Tables preferred but not necessary
- Bachelor's degree preferably with an emphasis in Hospitality and/ or Event Management is this preferred
- Knowledge of the logistics involved in planning complex events to include golf tournaments, wine dinners, weddings and galas.
- Demonstrated ability to communicate effectively, including proficiency in clear, concise and compelling written and verbal communication skills, as well as listening and proof reading
- Able to flex work schedule each week to include evenings, weekends and holidays as per the event calendar

Personal Characteristics

- Adapts easily to fast paced, ever-changing situations, member expectations and short term event announcements
- Builds rapport well and maintains positive win-win relationships with internal partners, external vendors, Members and guests
- Attains a high level of professional presentation including attire, attitude, judgement, attention to detail and discretion.
- Able to confidently work with a diverse group of people and interface with all levels of management.
- Seen as honest, possessing integrity, strong sense of ethics and act as a team player
- Possesses an eye for detail and willingness to roll up sleeves and pitch in
- Resourceful, efficient with sense of urgency, quick learner and dependable
- An advocate for superior member/customer service
- Able to effectively manage time between long-term and short-term planning requirements