

# DIRECTOR OF CATERING

Albany Country Club, Voorheesville, New York | [www.albanycc.cc](http://www.albanycc.cc)

## ABOUT ALBANY COUNTRY CLUB:

Founded in 1890, Albany Country Club (ACC) is one of the oldest continuously operated golf clubs in the country. ACC has undergone many renovations over the years and now boasts spectacular views from its beautiful clubhouse with Grille Room and Patio for member dining and private banquet rooms able to accommodate events from 10-300 guests. The 7,100-yard golf course was designed in the early 1960s by Robert Trent Jones and is one of the finest in the northeast. A practice facility with driving range and putting green help members advance their golf game. Additional amenities include three outdoor lighted Har-Tru tennis courts, two asphalt tennis courts, lighted paddle tennis, and two swimming pools.

- Number of Members: 360; Average Age of Member: 57
- Club Ownership: Member-Owned
- Total Staff in Season: 100 full and part-time; Staff Longevity: Management average 20+ years
- Gross Dollar Volume: \$4.8 million
- Annual Food Sales: \$1.2 million / Average Beverage Sales: \$585,000
- Member's Grill that seats 120; two outdoor dining venues that seat 300; ballroom seats 300; three meeting rooms that seat 140; 19th Hole seats 30; poolside snack bar seats 60. Dining service is available February-December, Tuesday-Sunday.
- 250 private, member and non-member banquet events (weddings, parties, celebration of life, baby and bridal showers, etc.) per year; 30 club member social events per year

## JOB OVERVIEW:

- Promote the Club's dining facilities for private banquets, business and social meetings, and other member-related activities.
- Develop contracts for and oversee all administrative and operational aspects of preparing and serving events.
- Lead and manage all day-to-day activities related to the catering sales function with a focus on building long-term, value-based member, group and customer relationships
- Create opportunities to increase sales through member interactions.
- Coordinate with other key department heads to coordinate planning, scheduling, and carrying out special events and implementation/management of club projects.
- Function as a strategic leader of the club with responsibility for all aspects of the Catering Department including member and employee satisfaction, human resources, financial performance.
- Ensure implementation of the ACC brand service strategy and Club initiatives with the objective of meeting or exceeding member/guest expectations.
- Hold department teams accountable for strategy execution and guide their individual professional development.
- Build member loyalty through proactive communication, setting and managing expectations and delivering solid results.

## QUALIFICATIONS:

- Education: 2- or 4-year degree from an accredited university in Business Administration, Marketing, Hotel & Restaurant Management, or related major.
- Minimum of 4 years' experience in the catering sales and marketing or related professional area.
- Demonstrated skills in supervising a team.
- Private Club industry work experience, demonstrating progressive career growth and a pattern of exceptional performance.
- Attention to detail and mental concentration necessary for accurately performing tasks and tolerating frequent interruptions.
- Punctual, reliable attendance and a neat and clean professional appearance.
- Professional, courteous and respectful attitude toward members, guests, vendors, staff

- Ability and willingness to work flexible hours, including weekends, holidays, and late nights.

#### **RESPONSIBILITIES:**

- Oversees all catering and banquet staff.
- Responsible for hiring and scheduling all front of the house banquet staff.
- Assists clients in arranging banquets, luncheons, meetings, weddings, and other social events; obtain pertinent information needed for guest planning.
- Works directly with external groups to sell, organize and plan golf outings – these are typically held on a Monday and food and beverage is after golf.
- Maintains past and potential client files, calendars, directories and all files for the Catering department
- Helps guests coordinate entertainment, decorations, audio-visual, floral, menus, and any other requirements integral to events being planned.
- Develops diagrams for room layout, banquet item placement and related function details.
- Oversees setup of events and ensure arrangement matches expectation of client.
- Provides guest tours and offers suggestions to help sell the club's facilities for the event
- Conducts menu tasting to allow wedding/special event's hosts to sample food and beverage
- Coordinates with service, maintenance and housekeeping staff about event requirements
- Provides weekly lists of events to the Food and Beverage Department and updates BEO sheets to be presented on Thursday afternoon at the Food & Beverage meeting.
- Checks BEO's against actual room set-up and leads pre-function meetings; attends all events and stays until closure to ensure smooth operation.
- Works with Culinary Team to create custom menus for events as requested by party host.
- Works closely with Culinary Team to ensure all pricing and catering menus are up to date
- Performs other clerical duties (copying, assembling, phone calls, email distributing and entering information into Caterese software)
- Plans and execute all Club events; prepares reservations and seating diagrams.
- Promotes, advertises, and markets the club's social event facilities to all members.
- Participates in local trade shows to network with vendors and market the venue for events
- Manages member/client issues.
- Arranges prompt payment for all events.
- Attends Department Heads and Food & Beverage meetings.
- Establishes Banquet/Catering forecast on monthly and yearly basis.
- Works on special projects as assigned.

#### **SALARY AND BENEFITS:**

- A competitive base salary commensurate with experience with potential annual bonus at discretion of Board of Governors
- Standard management benefits including participation in group health insurance plans, 401(k) plan, Paid Time Off, educational and association benefits, etc.

#### **HOW TO APPLY:**

Please send resume and cover letter to: [albanyccemployment@gmail.com](mailto:albanyccemployment@gmail.com) or mail to Albany Country Club, Attn. Human Resource Dept., 300 Wormer Road, Voorheesville, NY 12186