



Catering and Events Manager

Fiddlesticks Country Club is seeking a dynamic and energetic Catering and Events Manager to lead our banquet operations for member and private events and report to the Director of Food and beverage. The position's focus is to effectively lead Fiddlesticks' events and social calendar initiatives with creativity, strategy, and passion. The mission is to manage event planning from conception through execution, ensuring memorable experiences for our members.

This individual will manage vendor sourcing and member and guest inquiries, oversee various administrative tasks related to country club activities, and help plan and implement a robust social and recreational activity calendar. This position offers valuable experience in a busy events environment and is ideal for someone passionate about the events industry. Join our team and provide exceptional service to our members!

Job Responsibilities

- Collaborate with the Director of Food and Beverage to oversee service during all banquets and events.
- Ensure the accuracy of Banquet Event Orders (BEOs).
- Manage weekly BEO meetings to discuss the upcoming events with department heads.
- Submit completed BEOs to the Front Desk 30 days in advance for marketing purposes.
- Enter and update all weekly events at the club in the Jonas system.
- Work with the Executive Chef to determine pricing, menus, and other event details.
- Assist members with menu selections and event planning, including banquets and luncheons for golf.
- Verify details on BEOs and confirm start times, pricing, and registration.
- Coordinate all wedding events and related functions, including tastings and facility tours.
- Promote service and banquet sales to members through visibility and good relations.
- Ensure the banquet team delivers services that accurately represent the club's image.
- Work closely with Food and Beverage Managers for smooth operations, clear communication, staff training, and other projects.
- Assist in creating new and innovative club events with the Food and Beverage team, using club events as marketing tools.
- Manage setup for card games, board meetings, and committee meetings.
- Implement policies and procedures for the catering and events department.
- Maintain a safe and pleasant working environment.
- Oversee the appearance, upkeep, and cleanliness of all food and beverage equipment and facilities.

- Work nights, weekends, and holidays as required.
- Properly store supplies and manage inventory.
- Oversee the physical inventory of all banquet tables, chairs, linens, décor, and miscellaneous supplies.
- Manage all aspects of these events and act as onsite coordinator to ensure the standards are delivered effectively and professionally.
- Maintain RSVP list for upcoming and during the special events

Candidate Qualifications

- A combination of education, training, or experience that provides the required knowledge, skills, and abilities. A college degree in Hospitality Management and/or Culinary Management is preferred.
- At least two years of experience in Food & Beverage and Hospitality, preferably at a Country Club or Hotel.
- Strong knowledge of the Jonas POS system.
- Strong leadership and team motivation skills.
- Ability to achieve positive guest relations and maximize guest satisfaction.

Physical Demands

- Ability to grasp, lift, carry, or transport up to 50 pounds.
- Frequent standing, walking, reaching, stooping, kneeling, crouching, or crawling.
- Perform job duties while exposed to outside weather conditions.
- Moderate noise level in the work environment.
- Ability to express and exchange ideas clearly, loudly, and quickly.
- Visual acuity to ensure accuracy, neatness, and thoroughness of work.

Benefits

The successful candidate can anticipate a compensation and benefits package commensurate with ability, experience, and performance.

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