



***The Forest Country Club
Fort Myers, Florida***



The Forest is a private, member-owned and operated Club, located in a non-bundled gated community offering resident and nonresident memberships. Small enough to know everyone by name and big enough to provide a place and space for everyone to belong. Blending the legendary traditions of golf with modern, upscale conveniences, The Forest amenities are highlighted by its two award-winning championship courses. The Forest has been voted 'Best of Golf & Tennis' by Gulfshore Life in 2019, 2020, 2021, 2022 and 2023. Our spectacular golf courses and luxurious Club amenities make The Club at The Forest truly unforgettable. Our array of meeting and banquet venues, picturesque indoor views, outdoor event space, delicious catering, and professional event management capabilities make The Forest Country Club ideal for events of all sizes and types.

Position Title: Director of Catering and Special Events

General Description

The Director of Catering and Events at The Forest promotes, plans, and executes member-related activities, social and business meetings, and private banquets. The Director coordinates and organizes events by choosing the appropriate Club facility based on the event's size and need; stays within budgetary constraints, directs the administrative and operational aspects of the events, and oversees staff. The Director shall place equal emphasis on planning and

conceptualizing member internal events and private events. Periodically, the Director may perform several roles or work with staff in several departments. This is a full time, salaried position. The work schedule will include nights and weekends based on scheduled events or club necessity.

Position Characteristics:

A successful Director of Catering and Events is a career professional who possesses the desire to contribute to the cultivation, development and success of the Club's catering and events operation. He/she will be prompt and proficient in responding to client inquiries via phone or email throughout the event planning process. Must be well versed in professional communication with the aptitude to exercise discretion. Proficient organizational skills are a necessity; the Director must be conscientious of the quantity of bookings each month. He/she provides excellent customer service with the utmost professional integrity. Be courteous, show initiative and enthusiasm with members, guests, and staff. Ensures all events are successful through positive experiences for Club members, guests, and staff.

Essential Job Functions:

- Professional verbal and written communication skills
- Must be organized and detail oriented
- Requires the ability to be flexible and adapt to change
- Coordinate with members/clients regarding inquiries for hosting events
- Gives tours of the facilities and discusses booking logistics, room options and menus with potential clients
- Meets weekly with the Food and Beverage department to review upcoming events and parties, (BEO-Banquet Event orders) meeting; informs all necessary departments of any updates or changes
- Produce and maintain BEO's and present at weekly staff meeting
- Cultivate strong client relationships/partnerships, ensuring client satisfaction
- Coordinate with the Executive Chef for revisions and updates of the catering menu regularly, reflecting culinary trends and member/client needs
- Create and review annual budget; communicates directly with the Club's Controller on budget issues and/or inconsistencies
- Knowledge, skills, and abilities to perform proper table service, event set-up, table sizes and capacities, proper table settings for daytime and evening events; experience in fine dining etiquette
- Be responsible for securing entertainments for the club
- Ensure that all events/meetings are correctly set each day - Create floor plans for weekly events and prepare event/banquet staff accordingly - Contact clients, update and confirm details to finalize BEOs (Banquet Event Orders)
- Collaborate with clients and the Banquet Captain upon client arrival regarding proper set-up, event execution, and resetting for day/evening - Attends weekly department

head meetings; provides information for the House and Member Relations Committee agenda and attends monthly meetings

- Collaborates with Accounts Payable to code department invoices
- Basic knowledge of Point-of-Sale systems and online reservation systems

Other duties as assigned Preferred Education and/or Experience:

This position generally requires a two or four-year degree in Club/Hotel and Restaurant Management, and/or equivalent experience in catering or banquet/event management, hospitality services, sales coordination and knowledge of fine foods and wine. Previous knowledge, skills and abilities serving, supervising, and training in a fine dining food service environment.

Previous private club experience not required, but highly preferred.

Language Skills:

The ability to write and speak clearly and concisely is required to maintain proper, effective communication between staff and Club members; excellent verbal skills are essential to supervise and direct personnel effectively.

Reasoning Abilities:

Be able to problem-solve, create, and maintain schedules, and be both a prepared and flexible person. Establish and uphold positive and productive working relationships with clients and staff. Work efficiently, both independently and as a part of a team. Be organized, exercise sound judgment, perform detailed tasks; understand, follow, and give clear verbal and written direction.

Compensation:

Salary is open and commensurate with qualifications and experience. The Club, along with the typical department head benefits, offers an excellent bonus and an employee benefits package that includes Health Care, 401k, Life Insurance, STD/LTD, Vacation, Holiday, and Holiday Bonus Plan.

Interested candidates should submit resumes along with a detailed cover letter detailing why you would be a great fit for The Forest Country Club.

Please email in Word or PDF format to:

bberg@theforestcc.com

NO PHONE CALLS PLEASE!

Please apply for this role before October 18th, 2024, with interviews starting the week of October 21st.

