

Banquet & Catering Manager

The University Park Country Club is seeking an experienced Banquet & Catering Manager to oversee the banquet service operations and staff. The incumbent must be a self-starter who promotes the Club's dining facilities for private banquets, business and social meetings, and other member-related and guest events, which includes developing contracts and overseeing all planning, administrative, and operational aspects of delivering successful events. The Banquet and Catering Manager works closely with the Food & Beverage Director and other Grille staff to ensure the members' and customers' expectations are met, and preferably, exceeded.

About University Park:

The University Park Country Club is an award-winning semi-private Country Club featuring 27 holes of championship golf, 11 lighted har-tru tennis courts, a state-of-the-art Fitness Centre, a casual lounge/bar/card room plus a restaurant with 160 seats indoors and 80 seats outdoors.

The Country Club is located within the gates of University Park, a prestigious master-planned community found on the border of Manatee and Sarasota Counties in Florida, with more than 1,200 homes within 32 individual neighborhoods with homes ranging in value from \$600,000 to \$3,000,000.

Position Responsibilities – Banquet Management:

- Produces sales based on leads via incoming calls, email inquiries, telemarketing, walk-ins, or internal referrals with the purpose of converting the lead to an appointment for a tour of the facility, and ultimately a booking.
- Identifies, qualifies, and solicits new banquet business to achieve monthly revenue goals.
- Schedules appointments for tours of the banquet facilities and all dining settings.
- Meets with members/customers and listens to their needs and visions.
- Builds a rapport with clients that is personal and professional, but not intrusive.
- Creates quotes for clients to review and understand the projected cost of the event.
- Establishes contracts and ensures that all components of the contract are completed accurately, and member's/customer's needs are met.
- Produces banquet event Orders/Invoices for the member/customer and collect payments.
- Establishes timelines of events; maintains a schedule/record of catering/banquet events.
- Develops a detailed plan for each event.
- Diagrams buffet tables, guest tables, and additional set-up needs for the special event.
- Interacts with kitchen staff, vendors, and Grille staff to ensure excellent service and customer satisfaction.
- Ensures clients dietary needs are met.

- Ensures proper inventory of all banquet service equipment and supplies are available for each event.
- Responsible for proper staffing for each event and overseeing dining staff at a scheduled banquet and catering events.
- Holds pre-function meeting with servers, to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses.
- Prior to events, reviews the neatness, cleanliness, and safety of all banquet areas.
- Ensures that clients' and Club's needs are met.
- Demonstrates flexibility and problem solving/resolution skills; adapts quickly and successfully to event changes.
- This position requires flexibility in the work schedule, especially during prime season. Working weekends is required when banquet and catering events are scheduled with time off during the weekdays.
- Performs other position related responsibilities as assigned by the Food & Beverage Director.

• Position Responsibilities – Management of Catering Account:

- Implements aggressive, on-going sales campaign to alert members and customers to Club's banquet operations and capabilities.
- Continually explores and contacts potential new sales sources.
- Produces sales based on previous clients renewing repeat events.
- Represents members' needs and interests on banquet committees.
- Maintains current and accurate member files for all events.
- Complies and manages various sales and other reports detailing the operation of the banquet and catering initiative.
- Develops and maintains a professional and productive working relationship with vendors.

Qualifications/Skills & Abilities:

- Minimum of 5 years in restaurant & kitchen environment.
- High School Diploma required; hospitality/catering/ banquet training preferred.
- Minimum of 2 years of management experience.
- Excellent interpersonal, listening, and negotiating skills.

- Strong leadership and team development skills.
- Proficient written and verbal communication skills.
- Ability to lift regularly up to 30 lbs.
- Capable to stand and move for entire shifts.
- Working knowledge and application of health regulations and safety standards.
- Proficient project management skills in working on competing priorities.
- Organized, excellent follow-through, delivers results accurately and on time.
- Effective problem-solving and resolution skills.
- Demonstrates flexibility and good judgment.
- Computer literate with proficiency in Excel and the ability to produce reports as requested.

Salary - Annual Salary plus Commission. Contingent upon work experience.

Benefits - The company offers a competitive benefits package, including Medical, Dental, Vision, and other medical-related benefits, Employer Paid Life Insurance and Voluntary Life Insurance, LTD, AD&D, 401(k), golf privileges, and more.

All interested applicants, please submit a thoughtful cover letter and resume to our Human Resources Director at lsomma@universitypark-fl.com

Linda Somma

Human Resources Director

Park Boulevard Management, LLC

Serving: University Park Country Club & UPCA

7671 The Park Boulevard

University Park, Florida 34201

lsomma@universitypark-fl.com

Office: 941-355-3888 ext. 228