



Lake Forest Country Club
100 Lake Forest Drive
Hudson, OH 44236

Banquet Manager

The Banquet Manager is responsible for the execution of various events at Lake Forest Country Club and assists with the sales and planning of events. This position reports to the Director of Events and works alongside the Banquet Captain and Food and Beverage Team to maximize guest satisfaction. The Banquet Manager will supervise all banquet functions and ensure all aspects are in accordance with Lake Forest Country Club's high Hospitality standards. They work with the banquet department and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

EVENT EXECUTION

Coordinates and assists with the set-up and delivery of assigned banquet events.

Responsible for hands-on service work when needed and orchestrating events.

Works alongside banquet captain to manage staff before, during, and after the completion of an event.

Responsible for closing duties after private events.

EVENT PLANNING

Helps members arrange banquets, luncheons, meetings, dances, and other social events; obtains pertinent information needed for guest planning.

Assists Director of Events in planning weddings, club events and other larger events.

Helps members plan special events, including menus, entertainment, theme, decorations, and other aspects that best meet their needs and will exceed their expectations.

Maintains current and accurate files for all events.

SALES & MARKETING

Responds immediately to all incoming catering and banquet opportunities for the club.

Continually explores and contacts potential new sales sources.

Assists the Director of Events in implementing an aggressive, ongoing sales campaign to alert members to the club's banquet operations and capabilities.

Assists the Director of Events in developing, implementing and monitoring the annual sales (marketing) plan for the Catering Department.

ADMINISTRATIVE

Manages complaints.

Assists with completion of in-house banquet event orders (BEOs).

Assumes responsibility of manager-on-duty when necessary.

Updates weekly function information for all affected staff.

Attends staff and catering meetings.

Assists in hiring banquet servers and bartenders.

Other responsibilities as needed

Club and/or fine dining experience is appreciated, but not required. Higher Education is a plus. Proficiency in Microsoft Office is required.

Nights, Weekends and Holidays availability required. The club is closed on Christmas Eve, Christmas Day and New Year's Day. This is a full-time position, salaried position.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Compensation:

- Salary starting at \$40,000/year based on experience
- Fully paid medical insurance after 90 days.
- PTO (1 hour accumulated for 40 hours worked) for eligible employees
- Bonus pay on worked Holidays.
- 401k with employer match available after one year.
- Free shift meal
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Please email your resume to fandb@lakeforestcc.org and banquets@lakeforestcc.org for immediate consideration. Thank you.