

**Date Posted**

9/25/22

Job Title

Catering & Events Manager

Job Summary

Responsible for all day-to-day catering and event services. Develop contracts for and oversee all administrative and operational aspects of preparing and marketing events and catered parties. Work with banquet and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Reports to: Catering Director

Supports: F&B Director, Restaurant Manager, & Culinary Team

Job Tasks (Duties):

- Helps member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for member and guest planning.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
- Critiques functions to determine future needs and to implement necessary changes for increased quality.
- Responsible for hands-on service work and orchestrating events.
- Inspects the clubhouse banquet rooms daily, ensuring that it is always presentable.
- Calculates how many servers/bartenders/bussers are needed for an event.
- Directs and supervises all daily banquet food and beverage service.
- Directs and supervises banquet and Club events. Aids to plan, set-up, execute, and breakdown banquets and events.
- Sends contracts and event orders. Including event billing.
- Maintains wedding wire, The Knot and Inverness wedding inquires.
- Plans room layouts and creates diagrams.
- Supports Ala Carte service when needed and performs special projects as assigned.

Candidate Qualifications:

- High School diploma or GED
- Two years if experience in catering operations preferred.
- Private club, hotel or resort experience preferred.

Please send resumes to: Tina Soncrant, Catering Director. tsoncrant@invernessclub.com