

Event Director (Catering Manager)



Job Summary

Responsible for the planning and execution of all banquet functions. Provides services to members during booking, planning, set-up, and service of each event. Assures that the member and guest expectations are met, and the highest quality food and services are delivered.

Job Details

- Full-Time – 40 Hour Work Week, Monday – Friday (Must be flexible based on member needs)
- Hybrid Work Week: On-premise and Remote Models
- Occasional Weekends and Holidays required for Marquee Events
- Four-Weeks Vacation
- Salary Range: \$55,000 - \$65,000
- Bonus Potential: Up to \$10,000 Annually
- Benefits: Health, Dental, Vision, 401k, and Life Insurance
- Not Responsible for hiring, training, or managing front of house staff

Education and/or Experience

- Minimum of either an Associate's Degree in Hospitality Management or Bachelor's Degree with an applicable focus of study.
- Minimum two years of Banquet Server experience required.
- Two years of Food and Beverage Management experience preferred.
- Two years of Event Planning experience preferred.

Job Knowledge, Core Competencies and Expectations

- Extensive knowledge of banquet style food and beverage operations.
- Experience in planning and creating Banquet Event Orders (BEO's)
- Knowledge of the principles, procedures and equipment used in the storage, care, preparation, cooking, dispensing, and serving of food in large quantities.
- Able to work flexible schedule that occasionally includes weekends and holidays.
- Must have excellent communication skills and a dynamic, outgoing personality.
- Strong organizational skills.
- Knowledge of kitchen and banquet equipment.
- Knowledge of and ability to perform required role during emergency situations.

To apply, please send your resume and cover letter to General Manager, Michael Lukegard, at mlukegard@canterburygc.org. If you have any questions about the position you may call Michael at 216-561-1000 ext 248.