



Catering & Events Manager – The Kirtland Country Club, Willoughby, Ohio

Founded in 1921, The Kirtland Country Club is a 400 member family oriented country club located in Willoughby, Ohio. Within the campus layout, the Clubhouse features two indoor a la-carte dining rooms, a newly constructed covered outdoor dining area, three banquet rooms, and one meeting room. Six outdoor tennis courts, 4 pickleball courts, 3- court indoor racquets facility, 3 Platform Tennis courts, Men's Grill, and an Olympic swimming pool with snack bar surround the Clubhouse. The Club also offers Skeet Shooting in the Winter months, as well as the recent addition of a Golf Learning Facility featuring indoor/outdoor hitting bays in addition to the Trackman simulation and training equipment. The C.H. Alison designed 18-hole course provides members and guests a challenging, yet enjoyable, chance to enjoy the season.

The Catering & Events Manager is an integral part of the Management team and works closely with the Food and Beverage Manager, Assistant General Manager, and Executive Chef.

Responsibilities include but are not limited to:

- Planning and execution all private-party banquets, including Club events
- Developing contract terms for all private-party events
- Planning menus for private-party banquets
- Organizing and maintaining the Club's event calendar
- Organizing, and distributing all event information to all Departments Heads in a timely manner
- Overseeing all administrative and operational aspects of preparing, service and billing for events
- Assisting members and guests with orders for special requests such as cakes, flowers, dance floors, decorations, entertainment, audio-visual equipment, etc. as requested.
- Developing strong working relationships with vendors
- Reviewing invoices for the billing of all banquet events
- Attending weekly staff meetings
- Leading staff meetings for each private event

Candidate Qualifications:

- Bachelor's Degree in Hospitality Management or similar is preferred
- 1-2 Years of catering experience, knowledge of and experience in private club industry is a plus
- Management experience in upscale restaurants, hotels, resorts, or exclusive private clubs
- Knowledge and experience in computer software, including Microsoft Office

Candidate Overview:

- Must be able to represent the club in a professional manner including appearance, communication, and attitude.
- Must be extremely detail oriented
- Possess strength in the area of multi-tasking
- Be extremely focused on providing exceptional customer service to members and guests
- Ability to manage last minute changes with flexibility
- Candidate must be willing to work holidays and weekends
- Willingness to work hours as needed for events
- Excellent communication skills both verbally and in writing; accuracy in grammar and spelling
- Positive attitude and pleasant disposition
- Must possess poise, sophistication, and a great sense of humor
- Candidate must possess high service standards
- Must be able to handle a fast-paced, constantly changing, high-end environment
- Is a team player and treats others with respect

Operational Overview:

- The Club is open 6 days per week May through September; 5 days per week in April, October, November, and December; 4 ½ days per week in February and March. The Club is closed January 1 – approximately Valentine’s Day.
- Due to the seasonality of Northeast Ohio, the majority of Catering and Events takes place during the summer months, and winter holiday season.

Reports to:

Assistant General Manager

Salary and Benefits:

The successful candidate can anticipate a compensation and benefit package commensurate with ability, experience, and performance, including uniform allowance, 401k with employer match, medical and dental, and professional development.

Salary Range: \$55,000-\$65,000

Credential Submission & Timeline:

Interested candidates should submit their Cover Letter and Resume to:

Rick A. Fabian II, CCM
Assistant General Manager
The Kirtland Country Club
39438 Kirtland Rd.
Willoughby, Ohio 44094
rfabian@kirtlandcc.org