2025
Director of Catering
Position available: Immediate
Mountain Ridge Country Club
713 Passaic Ave.,
West Caldwell, New Jersey

Position Overview:

Mountain Ridge Country Club, known for hosting exceptional events, is seeking a dynamic and motivated Director of Catering to join our team immediately. This leadership role is responsible for generating new business, managing member and client relationships, and managing the catering sales process. The ideal candidate will possess strong organizational skills, excellent communication abilities, and a passion for delivering outstanding service.

Key Job Functions:

1. **Event Planning and Management:**

   - Plan and manage private banquets, meetings, golf outings, and all member-related events.
   - Prepare and draft proposals and contracts.
   - Create detailed Event Orders (BEOs) and floor plans for each catered event.
   - Collaborate with the Food and Beverage team to ensure all event details are executed accurately.
   - Handle event-related purchases, including décor, linens and hire any external vendors.
   - Serve as a liaison between the Food and Beverage team, Banquet staff, and management to coordinate staffing requirements.

2. **Sales and Marketing:**

   - Focus on Banquet Food and Beverage sales, including menu planning and event timelines.
   - Conduct site visits to highlight our facilities and offerings, aiding event hosts in the planning process.
   - Assist in creating the annual calendar of social events for members.
   - Assist in marketing, membership emails, and social media content to engage membership.

3. **Financial Management and Budgeting:**

   - Work with the General Manager in preparation of the annual catering budget.
   - Manage profit and loss statements for all catering activities.
   - Ensure effective food, labor, and supply control to meet budgetary goals.
   - Establish appropriate pricing for private catering services to ensure profitability while maintaining exceptional quality.
   - Complete billing for each event in a timely manner.

4. **Communication Responsibilities:**

- Promote the Club's brand across all forms of communication.
- Build a strong rapport with the membership and committees.
- Engage with members regarding their event needs, providing guidance and support throughout the planning process.
- Engage with members to promote club activities and generate enthusiasm through various communication channels.
- Ensure timely and relevant information and updates for member events are on the website and on the ForeTees app.
- Respond promptly to event inquiries, ensuring clear and informative communication to facilitate booking and planning decisions.

5. **Qualifications:**

- Outstanding verbal and written communication skills.
- Energetic, enthusiastic, and service-oriented with the ability to adapt to different personalities.
- Highly organized with the ability to manage multiple tasks simultaneously.
- Creative menu development skills.
- Understanding of banquet revenue generation.
- Proficient in Floor Plan Software, Microsoft Office, Adobe Suite, and Canva; experience with Jonas and Salesforce is a plus but not required.
    - Basic graphic design skills and familiarity with graphic design programs (e.g., Adobe InDesign) preferred.
    - 3-5 years of related experience; previous experience in a country club, membership organization, or golf industry is preferred but not required.

6. **Compensation, Hours and Benefits:**

- Start date: Immediate
    - Annual Compensation based on experience, paid bi-weekly
- The ability to work flexible hours, including evenings and weekends during peak season.
    - Peak Season (May – September)
- Benefits to include:
    - Annual Performance Bonus
    - Annual Membership to CMAA or Other Professional Networking
    - 401k available after one year
    - Health, Dental, and Vision available within the first 30 days of employment

How to apply:

To apply for this position, please submit a cover letter and resume to General Manager, James Messina at jmessina@mountainridgecc.org with a subject line "Director of Catering Application".