



White Beeches Golf & Country Club is private golf and country club located in Haworth, NJ. We pride ourselves on having the perfect mix of ingredients: a world-class golf course, fun activities for the whole family, spectacular dining options, and a group of members just waiting to welcome new friends.

Located less than 10 miles from the George Washington Bridge, and just minutes from major highways, it's an easy place to get to - and once you're here, you'll feel miles away from any stress.

*We are currently searching for an F&B professional to join us as our new **Director of Catering** effective immediately.*

White Beeches Golf & Country Club offers a rewarding work environment, growth opportunities, competitive pay and benefits and we are an Equal Opportunity Employer.

Please send your Resume/Application directly to:

*Aurelian Anghelusi
General Manager & COO
aanghelusi@wbqcc.com*

www.wbgcc.com



JOB DESCRIPTION

Director of Catering and Banquets
White Beeches Golf & Country Club
Status: **Exempt**

Definition:

Responsible for booking qualified banquet and catering functions. Other duties include but are not limited to:

1. Detailing BEOs (banquet event orders).
2. Relaying BEO information to appropriate staff.
3. Creating pre and post Profit and Loss Statements for events in a timely and accurate manner.
4. Provide leadership and direction to Catering & Banquet Managers.

Supervision:

The Director of Catering and Banquets reports directly to the GM & COO and works closely with he/she to profitably operate the department in a professional manner. The Director of Catering and Banquets will also assist in other areas of operations as required and/or needed.

The Director of Catering and Banquets must be able to work independently and be a self-starting problem solver. As required, he/she will seek information and refer to unique problems/opportunities to the GM & COO for clarification or interpretation of policy and/or action.

The Director of Catering and Banquets accepts Departmental related operating recommendations and suggestions from the Membership and Guests and informs the GM & COO about steps of action to be taken should such member suggestions can/would be implemented.

Job Environment:

The environment at White Beeches Golf & Country Club is focused on quality services with the emphasis on constant improvement and innovation. The Director of Catering and Banquets works to create an environment where staff and members alike are involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

The Director of Catering and Banquets maintains direct contact via in-person, telephone and e-mail with the membership and staff teams. This position works closely with outside business partners to source cost effectively, the goods and services to deliver quality of product and service expected in the Department.

The individual will also participate in meetings such as Club Operations, Department Head and other meetings, when scheduled and required.

General Duties:

Directly responsible for the booking of events at the Club. To include and not limited to cold sales calls, planning and detailing functions from beginning to end, drawing up BEOs (Banquet Event Orders).



Responsible not only for booking current and existing business, but especially in targeting and getting new business customers.

Responsible for only booking functions in accordance with Club Rules and Regulations as pertaining to Dress codes, and so on. Selling the Club's facilities to the full extent of the availability.

Responsible for creating and maintaining correct pricing with the Market and Club requirements.

Communicating with the Chef, pertaining to menu planning, menu costing and selling. Providing the Chef with the proper tools to execute functions in a timely manner.

Profit and loss statements for all events booked to ensure that proper profitability is achieved, pre and post event statements are required.

Responsible for the timely execution of Weekly Reports, Daily Sheets, Menus, Function Name Posting Sheets. Such items can be delegated but still ultimately responsible for their execution.

Responsible for updating BQT pricing of all menus and of POS system.

Responsible for all departmental Forecasting and Budgeting functions. Responsible for maintaining an accurate "Sales Pick-Up Report". To include Long and Short term planning, setting objectives and plans of action.

Develop new ideas in conjunction with department heads that will increase sales, reduce costs and increase the productivity of the Food & Beverage operation.

Minimum Qualifications:

University degree preferred and minimum of 3-4 years experience in similar position.

Ability to read, comprehend, carry out instruction.

Computer literate and familiar with POS systems and Microsoft Office.

Necessary Knowledge, Ability and Skill:

Ability to deliver a high quality standard of service, consistently with emphasis on continued improvement.

Understanding of Club operations, organizational and sales techniques.

Ability to train, motivate and supervise.

Strong oral, and written communication skills.

