



## THE CLIFFS

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### EVENTS MANAGER

<b>JOB TITLE:</b>	Events Manager
<b>DEPARTMENT:</b>	Food & Beverage
<b>REPORTS TO:</b>	Food & Beverage Director
<b>JOB CLASSIFICATION:</b>	Salaried, Exempt
<b>UPDATED:</b>	April 2022

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#### **JOB SUMMARY:**

From cascading mountains to crystal lakes, warm summer days and cool winter nights, southern hospitality and beautiful scenery welcome you to the Carolinas. The Cliffs is comprised of seven vibrant communities. Each has their own personality, but is equal in beauty, prestige and opportunity. We invite you to become a part of The Cliffs family. Once you visit, you'll understand how unique and welcoming our communities are. The only thing better than the views are the people. Our members are gracious and kind, and our co-workers make coming to work something to look forward to. Our members have made The Cliffs their home, and we hope you will too!

Our Mission is to deliver high quality experiences and activities by building a strong team of associates whose focus is practicing excellence through relationship-building and industry best practices designed to enrich the lives of our members and staff. If you'd like to be challenged daily, advance in your career and be a part of something bigger than any one individual, The Cliffs is the place for you!

The Club Events Manager is primarily responsible for the planning, organizing, and execution of club social and dining events, private events, and food & beverage support. He/she ensures the high-quality level of such events by working collaboratively with the Executive Chef, Director of Golf, Member Services Director, and Food & Beverage Director. Secondary responsibilities include actively managing a la carte service as directed by the Food & Beverage Director.

#### **JOB DUTIES:**

- Serves as the club's social and dining events expert.
- Actively participates in the development of the club's annual social, dining and golf events calendar.
- Conducts tours of club event spaces for private member events as well as perspective outside clients.
- Performs all private event administrative duties including contracts, deposits, banquet event orders, guarantees, cancellations, billings, and final payments.
- Creates, maintains, and updates event BEOs.
- Conducts weekly BEO meeting, including the presentation of informational packets for essential team members.

- Conducts a recap of all past club events to determine future needs and to implement necessary changes to increase quality.
- Leads pre-event line-up with servers to ensure smooth, efficient service; assigns server sections and coordinates the timing of courses for events.
- Participates in scheduled staff and management meetings.
- Produces a proforma in advance and after large events.
- Actively supports the execution of a la carte dining operations, including supervisory coverage during hours of service.
- Enthusiastically exhibits The Cliffs “Go First” standard.
- Performs other duties as assigned.

#### **BACKGROUND/EXPERIENCE:**

- Participative, hands-on leadership style.
- Possess the ability to manage change effectively.
- Track record promoting an atmosphere of teamwork.
- Strong technical and organizational skills.
- Excellent time management.
- Strong customer service and skills.
- Minimum of two years of Food & Beverage Management and/or Catering Sales/Event Planning experience; fine dining/country club preferred.
- Proficient with Microsoft Office Word, Excel, and Jonas (preferred) or other software.
- Excellent interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Ability to multi-task and meet deadlines.
- Sense of urgency and self-motivation.
- Directly related degree preferred.

#### **PHYSICAL REQUIREMENTS:**

- Ability to continuously stand for long periods of time.
- Ability to bend, twist, stoop, push, pull, climb stairs, reach overhead, and lift up to 50 pounds.
- Ability to handle sharp utensils and operate food production equipment.

#### **THE CLIFFS OFFERS:**

A knowledgeable and passionate management team that leads by example

Premier training

Excellent compensation

Our best benefits package including health, vision, dental, short term/long term disability, 401(k) with employer contribution\*

Employee Wellness Monetary Incentives

A work/life balance!

Free parking

Discounted Employee meals

Complimentary golf at seven world-renowned courses

Discretionary Bonuses

**BENEFITS:**

Benefits are available to full-time employees after a waiting period and include Medical, Dental, Vision, Short Term and Long Term Disability, 401(k), Life Insurance, Accident Insurance, Telehealth, Health/Dependent care spending account, Wellness Program and generous paid time off including 15 paid vacation days and 9 paid holidays per year.

In-person applications are welcome between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday at 3851 Highway 11 Travelers Rest, SC 29690.

The Cliffs is an Equal Opportunity Employer that uses E-Verify. As an Equal Opportunity Employer, The Cliffs and its affiliates do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, age, genetic information, sexual orientation, disability, or veteran status. All qualified candidates are encouraged to apply.

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Employee Signature

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Date

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Employee Printed Name