



Director of Catering

Job description

The Director of Catering is responsible for overseeing all events held within Ballantyne Country Club. Plan, organize, and manage private events for members and non-members hosted within the facility to meet budgetary goals while providing the highest level of customer service; including but not limited to, weddings, golf tournaments, corporate meetings, and other special occasions. Secure, manage, and coordinate contractors and vendors as necessary to successfully accomplish the event. Generate all necessary material requests, check requests, and support materials to ensure invoices are paid properly. Ensure proper management of private events including but not limited to, menu creation, room set-up, table placement, etc. Oversees pre-event and on-site communication with clients. Collaborate with Club Events Manager to plan details of Club events. Develop banquet event orders and conduct weekly Food & Beverage meetings to review with staff. Determines fiscal requirements and prepares budgetary profit and loss recommendations. Knowledge of Northstar Software is a plus but not required.

Job Types: Full-time, Contract

Pay: \$70,000 per year plus commission

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Education:

- Associate (Preferred)

License/Certification:

- Driver's License (Preferred)

Availability:

Will be needed to work events; a flexible schedule including evenings, weekends and some holidays is required. 40-50 hours per week, Tuesday-Saturday.

Work Location: In person at Ballantyne Country Club

For More information on how to apply for the job contact:

Matt Saggio, General Manager

Telephone Number: 704-544-1404 ext. 440

Email: msaggio@ballantyneclub.com