



Banquet Manager Athens Country Club

About the Club:

Founded in 1926, the Athens Country Club has long served as a social and recreational hub for residents of Athens and its surrounding communities. Throughout its history, the club's contributions to civic affairs, athletics and the cultural heritage of Athens have gained immense recognition throughout the region.

The club currently offers numerous benefits to its members, including a championship 27-hole golf course, top-quality tennis facilities, a variety of fine dining options, fully furnished locker rooms, top-quality fitness facilities, banquet facilities, formal and informal gathering areas, and a staff with an unmatched reputation for attention to detail and top-quality service

The Position:

The Banquet Manager is a key member of the management team and is responsible executing all banquet events at the Club. This includes training and supervising of all related F&B service front of the house staff as well as managing the daily execution for weddings, banquets, business meetings, social events, golf outings and member-related activities at the Club. This position will report directly to Clubhouse Manager. The Banquet Manager will apply all of their experience and knowledge to assuring outstanding guest service.

Qualifications, Knowledge and Skill Requirements:

- College degree preferred
- Must have related experience in F&B; club environment preferred
- Must have food and beverage/ a la carte and banquet experience
- Ability to manage staff (supervisory experience)
- Must be highly organized, efficient and detail-oriented
- Must have exceptional interpersonal and communication skills
- Computer skills - Word, Excel, POS, etc. - preferred

Responsibilities:

- Supervise F&B personnel staff during an assigned event
- Inspect and assist with banquet set-up and breakdown of tables, decoration, equipment, serving areas and related activities in an accurate and timely manner
- Provide excellent food and beverage service for banquet events
- Be a point person for the client and the staff for the event and ensure satisfaction by communicating with the client throughout the event regarding any changes, substitutions or special requests
- Conduct training and refresher classes for F&B personnel in the correct policies and procedures
- Assist banquet staff throughout an event as needed (refilling drinks, delivering food, bussing tables, etc.); and following up with host at the conclusion of event
- Transmit the necessary information about all events to the appropriate support staff
- Ensure smooth execution of events by inspecting finished arrangements and collaborating with appropriate department heads
- Ensure that arrangements are made to set up rooms, provide service and clean areas after events

Compensation: Competitive salary commensurate with experience and qualifications with an excellent benefits package.

- Interested candidates please send resume to Andrew Hollers, Clubhouse Manager, at ahollers@athenscountryclub.com.