

# Atlanta Athletic Club

**Position:** Assistant Manager – Banquets  
**Reports to:** Director of Food and Beverage  
**FLSA Status:** Exempt  
**Full or Part-time:** Full - Time

## **Summary:**

### **The mission statement of the Atlanta Athletic Club:**

*"The Atlanta Athletic Club delivers an exceptional and family-focused experience that consistently exceeds the expectations of those we serve, while preserving our heritage, traditions, and reputation for championship golf."*

The Atlanta Athletic Club is searching for a highly energized, and driven individual to assist in managing its large volume upscale banquet operation. Applying candidates will have a proven track record of leading other talented individuals to successfully provide top level, personalized service to members and guests alike. He or she must possess exceptional communication, interpersonal, and member service skills. The ability to work independently, exercise good judgement and discretion in a professional environment is critical to success. This position requires the ability to train, mentor, and guide staff, while also working collectively with peers in various other positions of the food and beverage operation

Atlanta Athletic Club hosts over 2,000 private events each year including weddings, birthday parties, corporate meetings and golf outings. In addition, the club also has a robust social calendar of member events including holiday brunches and extravagant celebrations. The Assistant Manager is responsible for leading the service team in set up, execution and breakdown of these banquet events. Annual food and beverage revenue of 6.7M (48% a la carte/52% banquets.)

## **Primary Responsibilities:**

- Work as directed to support the mission and values of Atlanta Athletic Club.
- Assume an active role in the hiring, training, and coaching of the banquet staff, while also holding staff accountable for following service and appearance policies as set by the club guidelines.
- Hold line ups to distribution information to staff regarding proper service, timelines and other expectations of the event.
- Responsible for the execution and breakdown of private parties and special events.
- Collaborate with management team to develop and utilize event guidelines in accordance to the AAC level of expectation.

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- Review and understand the complexities of each event order.
- Effectively communicate with the catering team, banquet chefs and event host.
- Successfully direct the Club's AV program, including operational care and training for all AV equipment used for banquet functions. Maintain supply of audio visual equipment.
- Assure the appropriate opening and closing procedures are followed.
- Make recommendations to the catering and events departments about improvements to current club events. Offers suggestions regarding new event ideas.
- Must be continuously certified in the intervention training for the responsible sale, service and use of alcohol. (TIPS or related certification).
- Responsible for accurate and thorough reporting with clear attention to details.

### **Knowledge, Skills, Abilities, Experience:**

- Must have excellent verbal and written communication skills.
- Computer literate, including Microsoft Office and point of sale operating system (Jonas preferred).
- Able to build and maintain positive working relationships with members, employees and vendors.
- Must have a flexible schedule.
- 3 or more years of prior management experience in a high volume banquet environment, with a strong track record of progression and growth.

### **Salary & Benefits**

Salary is open and commensurate with qualifications and experience. Excellent benefits include: major medical and dental insurance, long term disability, life insurance, vacation and personal leave, 401k. Meals provided.

### **Send resumes and cover letters to:**

Phil Barber, CCM

[pjb@aac1.org](mailto:pjb@aac1.org)