



Atlanta Athletic Club

Position: Catering Manager
Reports to: Director of Catering
FLSA Status: Exempt
Full or Part-time: Full - time

Summary:

The Catering Manager is an integral part of the clubhouse team. Responsibilities include selling and planning catered events. The AAC host several events including corporate meetings, social gatherings, board and committee meetings, and golf outings.

Primary Responsibilities:

- Provide exceptional customer service to all members and guests.
- Promote the Club's venue spaces for private events and other member-related activities.
- Provide tours and guidance in effort to match private event requirements, budget and expectations.
- Guide each member, client, and prospect through the planning process.
- Produce detailed banquet event orders and assist with distributing weekly (BEOs).
- Maintain accurate history files of each event and provide follow-up correspondences.
- Makes an effort to interact with new members to notify each of the catering capabilities within the clubhouse as well as follow up with return business to book their next event at the club.
- Inspect event venue(s) prior to each event; checking function sheets and room diagrams against actual room setup to ensure the function is properly set and supplied.
- Arrange for printing of menus, procuring of decorations, entertainment resources and other private event request.
- Circulate through private events to ensure all members and guests receive proper, attentive and courteous service and guest satisfaction; be present to oversee the actual greeting and serving of guests.
- Welcomes feedback while quickly and willingly initiating corrective action and resolution when needed.
- Implement necessary changes for increased quality.
- Assists the Banquet Department and provides support to the Food and Beverage Director and Member Events and Services Manager as needed, and assure all food and beverage is presented in accordance with banquet event orders.
- Assumes responsibility of Catering Director, when necessary.





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Knowledge, Skills and Abilities:

- Possess a thorough knowledge of food and beverage operations, catering and club policies.
- Understand proper service to use for all occasions and possess a complete and up-to-date knowledge of etiquette and service protocols.
- Communicate effectively with clients and co-workers through all mediums.
- Computer literate, including Microsoft Excel, PowerPoint, and Word.
Stay abreast to industry trends.

Required Qualifications:

- 3+ years of experience in catering operations
- Knowledge of the private club industry's food and beverage operations
Prior experience in event planning

Preferred Qualifications:

- Previous club experience
- Degree in Hospitality and/or Marketing
- Active member in Association of Club Catering & Events Professionals or National Association of Catering Executives

If this sounds like the perfect next step in your catering and event planning career, apply today!

Please share your resume with Kelsey Payne, Director of Catering at kap@aac1.org

We look forward to meeting you!

