



Indian Hills Country Club of Marietta, GA is looking for a Director of Catering & Events.

This is a highly responsible position involving planning, scheduling, coordinating, executing private functions, including weddings, and serving the needs of our members. The employee works under the direct supervision of the Food and Beverage Director and manages the Wedding & Event Manager(s) and other catering personnel. This position works in close coordination with the Executive Chef and Service Managers. Work performance is reviewed and evaluated on event host satisfaction, interaction with other employees and actual private party versus projected budgeted sales.

The job requires excellent member relation skills. The employee must demonstrate tact, diplomacy, common sense, and flexibility, acknowledging that the member is always right. In addition, the employee must develop and maintain an excellent relationship with the staff by motivating, instructing, counseling and guiding them to excellence in performance.

Knowledge, Skills, and Abilities

This position requires good scheduling, organizational, and detail skills. In addition, the employee must have excellent people skills and the ability to effectively communicate with both members and staff. The employee should have a thorough and comprehensive knowledge of food service and fine dining room service skills demonstrated by previous dining room service experience. The Catering & Events Director may sometimes work under some pressure and stress and, therefore, should possess the ability to be flexible, to rearrange priorities, and to use common sense. The employee should have a thorough knowledge of food preparation and presentation as well as knowledge of wine and liquors.

Because the employee in this position deals in member relations, good grooming and social skills are a necessity. The employee should have knowledge of food and beverage, ethnic preference, weddings, and the ability to recommend a menu and wine appropriate to the occasion. In addition, the Catering & Events Director must have experience in room set-up and breakdown. This position requires the employee to have sufficient proficiency in spoken and written English to communicate effectively with members and guests to ensure that service is provided to them in a professional and responsive manner, and to communicate with co-workers to ensure that job responsibilities are performed in an efficient, effective and safe manner.

Education, Experience, and Training

The employee in this position should have a college degree with major emphasis in food and beverage or hospitality related area, or some college and two years or more of catering/banquet-planning experience or fine dining room service. Wedding planning experience is also desired.

The flexibility to work evenings, weekends and holidays is essential.