Banquet Manager
Idle Hour Country Club
Macon, Georgia

Facilities

Idle Hour Country Club is a 107-year-old Private Club located in North Macon with 1,050 members. The Club boasts an 18-hole Championship Golf Course, a 6-hole Par 3 Course, a state of the art Golf Learning Center, 8 Clay Tennis Courts, 5 Hard Tennis Courts, and Pool with adjacent Snack Bar. The 75,000 square foot Clubhouse houses a Wellness Center, Babysitting Service, Men's and Women's Locker Rooms, 2 full service restaurants, and 7 Banquet rooms ranging from seated capacities of 14 people to 300 people.

Overview

The Banquet Manager assists with the planning, implementing and maintaining of processes that will enhance the services, procedures, team dynamic and overall member satisfaction with all events at the club. This person supports the banquet team with set up, execution and breakdown of daily banquet and club functions. This leader will set the example for all areas as outlined and maintain a professional, business profile while acting as an IHCC representative. He/she will assist in all areas as assigned, enlivening the IHCC core values of Integrity, Honesty, Courtesy and Commitment on a daily basis. All assistant managers are required to be highly visible and interact with the membership as much as possible during each shift.

Key Responsibilities

- Assume an active role in the hiring, training, coaching, and discipline of the banquet staff
- Assists the Clubhouse Manager with developing, implementing, enforcing, and evaluating the service training program on a daily and weekly basis.
- Acting as a "Captain of Service" whereby monitoring the quality and pace of service on the floor during all functions on duty at the club
- Formulates the daily line-up for each event or ensures that Captains have necessary information to do so in his/her absence.
- Daily commitments to creating a continuous teaching environment that focuses on staff timeliness, productivity, IHCC service standards and different styles of service delivery
- Prepares the closing report with the Culinary MOD, including successes and defects from the evening.
- Monitors and restocks inventory for all service items including supplies, china, silver, and glassware.

- Is proficient in room/buffet décor and design
- Takes ownership of writing the weekly schedule and getting final approval from the Clubhouse Manager along with completing weekly timecards for payroll.
- Assists with Culinary Department, Front Desk and Clubhouse Manager for updates and changes of menu, menu design and menu descriptions.

- **Experience and Education**
- Prior serving experience in an upscale dining or catering environment with a strong track record of progression and growth
- Computer literate, including Microsoft Excel, PowerPoint, and Word.
- Ability to relate to, communicate with, and motivate employees to sustain high performance and quality levels.
- Ability to read and interpret multiple documents such as safety rules, operating instructions, financial documents, professional journals and procedure manuals.
- Ability to write complex reports and correspondence.

Job Competencies and Duties

- Create an exceptional IHCC experience for guests in all banquet functions.
- Assure the appropriate opening and closing procedures are followed
- Inspect the banquet rooms on a routine basis and take appropriate steps to ensure facilities exceed company standards at all times.
- Submit work orders to Facilities when required.
- Maintain inventory of banquet equipment and supplies; including par sheets
- Notify Clubhouse Manager when reordering china, silver or supplies in necessary
- Create an environment for employees that is aligned with the company culture through constant communication and reinforcement
- Assist with selection and training of team-members needed to provide the IHCC experience
- Seek out opportunities to engage membership and guests and follow up on their experience. "Be the Liaison"
- Develop and implement strategies and practices that support employee retention
- Assure the state and local laws and the Club's policies and procedures for food service and consumption of alcoholic beverages are consistently followed.
- Assists with opening or closing duties as scheduled by the Clubhouse Manager
- Any other duties assigned by the Club.

For this position, the Club offers a competitive compensation package including base salary, 100% of health benefits, dental benefits, paid vacation, Club Managers Association of America education allowance, and 401K.

This position will have an anticipated start date in the last week of June.

Forward resume and cover letter by EMAIL ONLY to:

Tim Freund
Clubhouse Manager

Email: tim@idlehourclub.com