**WHO WE ARE:**

Since 1887, Piedmont Driving Club has a wonderful history of entertaining the social elite of the South, as well as countless notable guests from all walks of life. In keeping with its original purpose - the promotion of recreation and enjoyment for its members and their families - we provide outstanding facilities to meet the desires of the membership for dining, golf, tennis, swimming, squash, and fitness activities.

We are committed to our employees, members, and communities - which is why in addition to **competitive pay and benefits,** we provide a **family-friendly work environment, lasting friendships, and long-tenured staff**. We are proud to offer an exciting career environment where our team members' expertise and talent really makes an impact.

We offer **competitive pay**, **generous benefits**, and **perks**. These include weekly pay, partial employer-subsidized medical insurance premiums, company paid life and disability insurance, paid time off accrued weekly, a profit-sharing retirement plan, clothing allowance, free parking, and a complimentary daily shift meal with beverages.

**A DAY IN THE LIFE OF A CATERING MANAGER:**

Our club in Midtown Atlanta, Georgia is seeking to hire a full-time Catering Manager. You are responsible for all day-to-day catering services. Confirming details for and overseeing all administrative and operational aspects of preparing and selling events and catered parties, you successfully work with banquets and other departments to assure that the members’ and guests’ expectations are exceeded, and the highest quality food and service are delivered. You enjoy having our beautiful grounds and facilities as a backdrop for your work and get great satisfaction out of helping our members and their guests have a great clubhouse experience!

**WORK SCHEDULE:**

This full-time management position requires working variable shifts including nights, weekends, and holidays.

**QUALIFICATIONS FOR A GOLF CLUBHOUSE MANAGER:**

* 18 years or older (to serve alcohol)
* Bachelor's degree required with Hospitality or related major preferred
* Three+ years of experience in catering operations
* Knowledge of the private club industry’s food and beverage operations
* Prior experience in event planning
* Proficiency in MS Office Suite and Windows
* Previous club experience preferred
* Prior knowledge of Jonas and Social Tables software preferred

Extensive experience in catering and club environments are required with multiple factors will be taken into consideration. Are you organized and able to effectively direct others? Do you easily establish a good rapport with people? Are you patient and even-tempered? Do you thrive in a fast-paced environment? Are you an active listener with effective communication skills? Are you a team motivator? If so, you may be a fit! Apply now with our initial **three-minute, mobile-friendly application - https://recruiting.paylocity.com/recruiting/jobs/Apply/1001456/Piedmont-Driving-Club/Catering-Manager-Premier-Country-Club.** We look forward to meeting you!

Location: 30309