

# **Tualatin Country Club**

## **JOB DESCRIPTION**

### **BANQUET MANAGER / EVENT COORDINATOR**

*Tualatin Country Club is a private, member-owned golf and social facility founded in 1912 that offers a family-friendly environment for all of our member families and their guests. The position of Banquet Manager & Event Coordinator is a key member of our F&B Management team. This position will plan and coordinate the many golf and social events we host here at TCC, in addition to actively managing the execution of these events. The ideal candidate will have experience in the private-club setting in addition to a knowledge of Food and Beverage operations. Excellent communication, writing, and computer skills (including Microsoft Office Suite) are necessary. The right candidate must be prompt and proficient in responding to all inquiries; must be courteous and polite with strong inter-personal skills; and must be detailed-oriented and organized with the ability to multi-task. This position requires a degree in Hotel and Restaurant Management, and/or 3-5 years of experience in catering or banquet event planning. An Oregon Food Handler's Permit and OLCC Certification will be required.*

#### **DUTIES / RESPONSIBILITIES:**

- Monitor and receive all inquiries about hosting events at TCC, including weddings, golf tournaments, corporate dinners, private meals, business meetings, and other club events.
- Generate, update and distribute all F&B Banquet Event Orders.
- Forward all necessary information to the proper department heads and work with them to coordinate event planning, set-up, production, and completion.
- Develop and maintain all contracts and necessary documentation for events.
- Design and develop floor plans and all set-up details for parties and events.
- Work with Chef and F&B Managers to develop menus, pricing and details for all events.
- Assist in the creation, maintenance and updating of the club's calendar of events.
- Assist in receiving and welcoming incoming telephone calls, and help with all reservations.
- Assist in developing and producing promotional flyers and materials for club events.
- Shift supervision for banquet and dining shifts as necessary and scheduled.
- Service staff management, including hiring, training, reviewing, disciplinary actions, etc.
- Maintain organization, set-up, side-work, and breakdown lists for banquet service areas.
- Closing / Lock-up of building on scheduled closing shifts
- Work with the F&B Management team on specific duties and projects as scheduled.
- Perform basic administrative duties as necessary.

#### **SCHEDULE:**

This management position will have a schedule that varies from week to week as club business dictates. It is our goal to maintain a 5-day work week, with days off varying weekly. Flexibility is key as additional days are necessary throughout the year.

#### **COMPENSATION:**

A full-time position with our complete employee benefit package, including medical, dental, and life insurance, vacation, holiday bonus, and optional 401k plan. Salary depending on qualifications and experience.

Send inquiries and resumes to:  
(emails preferred)

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