



Catering and Events Manager

Broadmoor Golf Club, founded in 1924, is a premier private golf club located in the heart of Seattle. Our impeccably maintained golf course, designed by noted architect A.V. Macan, has hosted many significant professional, amateur and collegiate events. Our mission is to provide exceptional golf and social experiences for our members, their families, and guests in an unparalleled setting.

Broadmoor has a warm and welcoming atmosphere. We value, promote, and embrace diversity in our membership, staff, and community. We honor golf's rich traditions and history, and we strive to broaden participation in this great game.

As an employee of Broadmoor Golf Club, you pledge to uphold and commit full time to the Mission and Values of Broadmoor, not only while on property, but also as an ambassador in the community.

Furthermore, you gracefully endeavor to always embody the character and high standards of leadership required of your employ and use them as your guiding light, teaching and training your staff to do the same.

Our commitment as the Leadership Team to the entire Membership of Broadmoor and our Team Members is rooted in the qualities of personal ethics, decorum, and courtesy. Furthermore, said commitment shall observe and embody personal traits of trustworthiness, dependability, loyalty, personal character, and the 18 values associated to our Top 100 Leadership Standards.

If you read this far, here is the deal: We are for an experienced Catering & Events Manager with a minimum of 3-5 years of experience preferably in private clubs or hospitality, be it restaurants, hotels or resorts who embodies our culture and wants to work in a professional, considerate environment.

Our team of dedicated professionals will partner with you to help you learn the ropes here – bring your ambition, passion, organizational skills, grace, and a sincere smile – you'll fit right in!

Send your Resume or CV to: tkollasch@broadmoorgolfclub.com



BROADMOOR GOLF CLUB
Catering and Events Manager
JOB DESCRIPTION

Job Summary

Promote the club's dining facilities for private gatherings, business and social meetings and other member-related activities. Develop contracts for and oversees all administrative and operational aspects of preparing and serving events. Works in collaboration with entire management team to assure that the membership and guests' expectations are consistently exceeded.

Duties & Responsibilities

- Help member and member-sponsored clients arrange banquets, luncheons, meetings, weddings, outside tournaments and other social events; obtains pertinent information needed for guest planning
- Provide guest tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned
- Work with the Executive Chef to determine selling prices, menus, and other details for catered events; oversees the development and completion of contracts
- Transmits necessary information via event orders and floor plans to administration, culinary team and event service staff
- Send out Packet of Weeks Upcoming Events to administration team by Friday afternoon
- Print Event Sheets for facility supervisor and BHA security guards by Friday afternoon
- Arranges for procuring of decorations, linen, floral, entertainment, AV, valet service and any other special requests, etc. for internal club events and/or client events
- Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests
- Coordinates scheduling of food and beverage service meetings and inform attendees of the following week's events
- Assists with the weekly food and beverage schedule, emphasizing the event staffing needs
- Maintains past and potential client and reoccurring event files
- Schedules calls/meetings to assess on-going needs of clients for catering services
- Schedules meetings with BGC golf captains/committees to review and confirm budgets, menu, event details, etc. with the assistance of the Executive Chef
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met or exceeded
- Requests and manages cash banks from controller for necessary parties
- Updates and maintains banquet packages with Executive Chef
- Turns in previous week's invoices to accounting assistant by Tuesday, schedule permitting

- Emails clients the final invoices after accounting assistant's approval, include an email 'read receipt' and note the due date (following month 25th) for invoices
- Critiques functions to determine future needs and to implement necessary changes for increased quality
- Attends management meetings to review policies and procedures, upcoming business and to continually develop quality and image of event and catering functions
- Tracks new products and trends in food service and catering applicable to the club
- Assumes responsibility of manager on duty (MOD) when necessary
- Sends out thank you notes and surveys to hosts of outside special events and follows up on member events
- Emails prior event hosts to rebook
- Performs special projects as assigned

Expectations:

- Always embody and demonstrate our leadership standards
- Constantly seek to improve your own skill set and value to our membership
- Create and run exceptional events while presenting a professional demeanor and appearance
- Be accountable – ask for help when you need it - No drama!

Reports to

Chief of Club Operations

Supervises

Catering service team when appropriate

Compensation:

Annual Base Salary - \$75,000.00

Bonus Plan: - Recipient of Membership funded Christmas bonus program based on years of tenure and position

Medical, Dental, Vision Insurance – 100% paid by Club for Employee only with eligibility after 60 days of employment

401K- Matching up to 4% - eligible after 1 year

Vacation and Sick Pay – Per employee Handbook

Other Benefits – Golf privileges, meal privileges and other incentives as negotiated