



Events Manager

Canoe Brook Country Club is recognized as one of the Top 100 Platinum Country Clubs of America and was recently honored as a Top 150 Platinum Club of the World by the Club Leaders Forum. Founded in 1901, our Club is situated just 20 miles west of New York City, nestled in the historic towns of Summit, Millburn, and Short Hills.

With over 3,500 active members, Canoe Brook remains a family-oriented Club committed to providing exceptional service and memorable experiences. Our dedicated team of hospitality professionals is passionate about creating unforgettable moments for our Members and guests, whether through fine dining, sports and recreation, hosting special events, or fostering a welcoming community atmosphere.

The Club is open for 11 months of the year and invites candidates to join our renowned team to contribute to the Club's continued legacy of excellence.

Job Summary: As an Event Manager, you will be responsible for in-house catering facilities, managing the daily operations of all catering functions, coordinating all function activities with the catering sales and culinary teams, and overseeing catering equipment maintenance and inventory. The Event Manager will also be responsible for recruitment, hiring, scheduling, training, and counseling of staff.

Detailed Responsibilities

- * Ensures all catering services exceed guest expectations
- * Successfully presents Canoe Brook Country Club's catering services to guests in a manner that exceeds guest expectations
- * Communicates client's needs through timely and detailed written and verbal communications to ensure internal understanding/compliance and external guest's expectation of services
- * Develops location-specific food and wine knowledge
- * Holds team accountable for steps of service to deliver great guest service
- * Ensures that team members consistently deliver Heartfelt Hospitality to every guest, every time
- * Ensures show quality standards are maintained at all times
- * Builds and maintains strong relationships with Members, hosts, guests, subcontractors, and Canoe Brook Country Club team members
- * Regularly obtains feedback from clients and guests to improve operations
- * Supports and communicates Company initiatives
- * Respond and assist in any departmental guest service issues
- * Executes all menus, promotions and programs as outlined by the Director of Catering in accordance with Canoe Brook Country Club standards
- * Achieves assigned budget goals

- * Employs good safety and sanitation practices
- * Follows and enforces responsible alcohol service policies
- * Executes required daily reporting in a timely manner
- * Ensures team members adhere to Canoe Brook Country Club Company guidelines as stated in the team member training manual and employee handbook
- * Assist with the complete billing for client services and receipt of payments in accordance with Canoe Brook Country Club standards
- * Uses all performance management tools to provide guidance and feedback to team members
- * Promotes a cooperative work climate, maximizing productivity and morale
- * Conducts regularly scheduled meetings to ensure lines of communication are open between management and team members
- * Interviews, hires, trains and develops team members according to Canoe Brook Country Club guidelines
- * Displays a positive attitude towards team members
- * Other duties and responsibilities, as needed

Job Requirements

- * 2+ years of experience in a food and beverage operational position
- * Bachelor's Degree in Hospitality Management is preferred
- * Conversational (Spanish) a plus.
- * High level of computer literacy
- * Passion for hospitality, food, and beverage
- * Previous Food and Beverage experience
- * Previous Country Club experience preferred (Minimum 3 years)
- * Previous Supervisory experience (Minimum 2 years)
- * Point of Sale Operating System (JONAS preferred)
- * Excellent interpersonal and stakeholder management skills

The Club offers a competitive base salary, performance bonus, and benefits package including a 401k plan, health and life insurance, vacation , and all appropriate and approved professional development expenses.

Please submit all resumes with cover letter via email to:

Corey Heyer

Director of Food & Beverage

cheyer@canoebrook.org