

Job Title: Catering Director
Location: Bergen County, NJ
Reports To: General Manager

Job Overview:

Ramsey Golf & Country Club is seeking a motivated and experienced Catering Director to oversee and manage the entire catering and event planning process. This individual will be responsible for booking, planning, and coordinating all events held at the country club, ensuring that each event is executed to the highest standards of excellence. From initial inquiries to the final event execution, the Catering Director will be the main point of contact for clients, providing exceptional service and ensuring seamless event experiences.

Key Responsibilities:

- **Event Booking & Coordination:** Act as the primary point of contact for clients inquiring about event space and catering options. Manage the booking process, from initial inquiry to final confirmation. Guide clients through event planning, providing recommendations and creating customized event experiences.
- **Event Execution & Oversight:** Oversee all aspects of event operations, including setup, service, and breakdown. Ensure smooth coordination with other departments (kitchen, bar, housekeeping) to deliver an exceptional guest experience. Ensure that every event adheres to client specifications and is executed on schedule.
- **Client Relations & Customer Service:** Build and maintain strong relationships with clients by delivering exceptional service and a personalized event experience. Be available for consultation throughout the event planning process, ensuring the highest level of customer satisfaction.
- **Menu Design & Consultation:** Work closely with the Executive Chef to design tailored menus for each event, aligning with the client's needs, theme, and budget. Provide suggestions for décor, food, and beverage options to elevate each event.
- **Staff Management & Training:** Supervise and manage the catering staff during events to ensure proper staffing, service, and quality control. Lead training sessions to ensure that all staff members understand their roles and provide excellent service.
- **Event Logistics & Planning:** Coordinate all logistical elements of the event, such as room layout, audiovisual equipment, décor, and timelines. Ensure proper setup and teardown of each event, maintaining high standards of safety and efficiency.
- **Sales & Marketing:** Actively help promote the country club's catering services to new and existing clients. Help develop marketing strategies and materials to attract new business and increase event bookings.
- **Budget & Financial Oversight:** Work with clients to establish event budgets and ensure that costs are managed effectively. Monitor event expenditures and ensure financial targets are met, while still delivering exceptional service and quality.
- **Compliance & Safety:** Ensure that all events meet health, safety, and regulatory standards. Maintain proper documentation and ensure the club's standards for food safety and cleanliness are upheld.

Qualifications:

- 3+ years of experience in event planning and catering, with at least 2 years in a leadership role is preferred.
- Exceptional organizational and time-management skills with the ability to handle multiple events simultaneously.
- Strong interpersonal and communication skills to work effectively with clients, staff, and other departments.
- A keen eye for detail and a passion for delivering outstanding customer service.
- Ability to create and implement event budgets, manage costs, and meet financial goals.
- Experience with Microsoft Office Suite.
- Knowledge of food and beverage trends, catering industry standards, and health/safety regulations.
- A flexible and positive attitude with the ability to adapt to changing client needs and expectations.
- Bachelor's degree in Hospitality, Business, or a related field is preferred but not required.

What We Offer:

- Competitive salary with performance-based incentives/commission
- Comprehensive benefits package
- A beautiful country club environment to work in
- Opportunities for career advancement within the company
- A supportive and professional team atmosphere

Please send Resumes to:

Michael Treible

General Manager

mtreible@ramseycountryclub.com