



Join Our Team
THE SHORE AND COUNTRY CLUB



Banquet & Event Manager



220 Gregory Boulevard, East Norwalk, CT 06855

Candidate Profile

Want to work on the water, be part of family-oriented Club culture and join a dedicated team of professionals who care for one another? If so, The Shore and Country Club is the place you have been waiting for.

Your Role

The Banquet and Events Manager (BEM) is responsible for the general operation of club functions relating to member and sponsored member banquets and Club events ensuring that all services exceed members' and guests' expectations. He/she will develop an awareness of the "club culture" and is responsible for the hospitality, friendliness, and goodwill among members, guests, and staff. The position reports directly to the Assistant General Manager and works closely with the Senior F&B Management team and General Manager.

Key Responsibilities

Duties include but are not limited to:

- Work with the F&B Manager with hiring, training, scheduling, and evaluating front-of-the-house service staff.
- Assists members and guests in arranging banquets, luncheons, meetings, weddings, dances, and other social events.
- Work with the Assistant General Manager and Executive Chef to determine selling prices, menus, and other details for both banquets and Club events.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and otherspecial requests, etc.
- Assists with the completion of in-house banquet event orders (BEOs).
- Inspects finished arrangements; is present to oversee the actual greeting and serving of guest.
- Maintains Club's master calendar and function book.
- Updates weekly function information for all affected staff.
- Checks function sheets against actual room setup; oversees personnel scheduling for special functions and supervises service personnel.
- Helps develop budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Ensures that state and local laws as well as the Club's policies for the service of alcoholic beverages are consistently met.



Key Responsibilities

- Works alongside the General Manager, Assistant General Manager, Executive Chef and Food and Beverage Manager to ensure Banquet and Club events are executed to the standards of the Club.
- Diagrams room layout, banquet item placement and related function details.
- Holds pre-function meeting with FOH staff to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses.
- Ensures that all employees are well-groomed and in proper uniform (including name tags).
- Handles member and guest complaints.
- Develops and documents standard operating procedures for banquets.
- Plans professional development and training activities for staff.
- Regularly inspects all front- and back-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance, and other standards for the department are met.
- Assures the neatness, cleanliness and safety of all banquet areas.
- Assures proper inventory of all banquet service equipment and supplies to meet required needs.
- Makes recommendations for the replacement and upgrading of equipment.
- Meets with other department managers to plan food and beverage aspects of special events organized by the staff members.
- Ensures that all appropriate charges are billed correctly to each event and forwarded to the accounting department for billing.
- Assumes responsibility of manager-on-duty when necessary.
- Completes other special projects made by the General Manager and Assistant General Manager.

Candidate Qualifications

- Eager to learn and curious.
- Is a passionate leader.
- An outgoing and friendly personality with a high potential to identify with and embrace the Club's culture and traditions.
- Is a "relationship" person who is successful in finding solutions with all sides in mind.
- Has knowledge of wine, beer, and spirits. Has a thorough knowledge of training, service standards and processes, and strong and verifiable skills in developing and growing catering sales and banquets.
- Has an intuitive style resulting in a sincere and visibly engaged presence with members, guests, and staff; a truly engaging "people person."
- Point of Sale experience and has computer skills, including extensive use of Microsoft Office programs.
- Strong verbal and written communications skills. Comfortable speaking in front of a wide variety of groups, including staff and Board Committees. Communication with members, guests, and visibility is incredibly important attributes of the incoming Banquet and Events Manager.



Educational and Certification Qualifications

The ideal candidate will have previous fine dining and banquet experience. Private club experience is preferred and highly beneficial. A college degree is preferred with a major in Hospitality and/or Business Management or an equivalent combination of related education and experience.

This position requires the ability to perform essential job functions with physical demands including standing, walking, reaching with hands and arms, stooping, talking, hearing, and the ability to lift 50 or more pounds.

Salary and Benefits

- Compensation is open and commensurate with candidate qualifications and experience.
- CMAA and Local Chapter Dues
- Medical, Dental and Vision Insurance
- 401k
- Paid Time Off
- Relocation assistance.
- Continuing educational opportunities
- A great working environment
- Closed on Thanksgiving, Christmas Eve, Christmas Day, New Year's Day
- The Club is fully closed (other than offices) from January through mid-March

Please email your resume to our General Manager, Joseph Nica, at jnicaj@shorecc.com. Thank you for your interest in being part of our SCC family.

