

**Position:** Director of Sales & Catering at The Country Club of Darien

**Salary Range:** \$90,000 - \$100,000 annually (Salaried position)

Email: [Bpanagiotopoulos@ccdarien.org](mailto:Bpanagiotopoulos@ccdarien.org)

Promotes, books, and plans member and member-sponsored private parties, dinners, and meetings ranging from 4 to 1,000 participants. Develop contracts for and oversee all administrative aspects of preparing and selling events. Work with all departments to ensure the members' and guests' expectations are exceeded and the highest quality food and service are delivered.

**Duties and Responsibilities:** *included, but not limited to:*

- Conducts tours of the facility
- Assists members in arrangements of special dinner requests in Wine Room and White Oak Room
- Completes in-house banquet event orders
- Helps develop catering budgets
- Transmits necessary information to and coordinates event planning with operations.
- Works with Executive Chef and management team to determine selling prices, menus and other details for catered events.
- Oversees contract development.
- Attends staff and management meetings.
- Creates diagrams.
- Builds and updates as needed Northstar catering module.
- Issues UBI forms to sponsoring members.
- Collects and tracks UBI forms to be compliant.
- Creates menu proposals with pricing.
- Creates invoices.
- Takes and qualifies inquiries.
- Negotiates contract terms.
- Sends out invoices and UBI forms.
- Maintains Norstar for revenue projection.
- Collects and maintains Cert. 119 files for non-profit events
- Meets & greets contacts at events and introduces them to the banquet manager running the party
- Arranges decorations for members at private events
- Loads, maintains, and monitors shared club Outlook calendar
- Meets and works with the Ladies Golf Committee on golf events
- Create beos for all golf, tennis, paddle, and swim member events
- Maintains beo board.
- Issues changes as needed.
- Converts word event orders to Northstar BEOs
- Posts & tracks event deposits in Northstar
- Books golf outings
- Creates a golf package with GL allocations
- Meet s& greets guests upon arrival at functions / assist with coat check
- Creates event P&Ls
- Creates pre-estimates to ensure margins are met on outside functions
- Orders specialty cakes for members
- Orders Valet for private parties.
- Approves invoices for valet parking company.
- Sourced and implemented Delphi Diagraming, formally known as Amadeus
- Implemented electronic DocuSign for contracts and beo's

Management reserves the right to change, rescind, add, or delete the functions of this position at any time.

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- Handles client complaints and deals with any issues accordingly.
- Orders special supplies for private parties as needed.
- Checks function sheets against room setup

***Qualifications, Education and Experience:***

- Strong administrative skills
- Well-organized
- Strong computer literacy (Northstar, Amadeus, Windows/Outlook, Excel)
- Good analytical skills and creative thinking.
- Bachelor's degree in business administration, Hospitality Management or five years relevant work experience.
- Extensive knowledge of food and beverage operations.

**Additional Requirements:**

- Ability to lift up to 50 pounds.
- Must be able to work weekends and holidays.
- May be exposed to all types of weather (rain, heat, snow, cold, sun, etc.).
- Must have reliable transportation.
- Must be able to speak communicate in English (Spanish is a plus).
- While performing the duties of the job, the employee may be required to walk or stand or sit for long periods of time.
- Must be able to bend, sit at a desk for long periods of time, balance, reach, stoop, kneel & reach with both arms without hindrance; ability to climb on step stool or ladder.

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