



Banquet Manager

ABOUT

Rolling Hills Country Club is a relaxed, family-friendly environment located in the heart of Fairfield County. Beyond serving as a social hub for an active membership, our resort-like atmosphere offers superior golf and racquet programs, first-class facilities and professionals eager to share their knowledge. Featuring a scenic, 18-hole championship golf course, a six-lane swimming pool, eight tennis courts, and a new paddle tennis facility with three courts and a 1,000 square foot warming hut, Rolling Hills Country Club provides year-round entertainment for all ages and interests. The main clubhouse, completely renovated in 2009, features a 300-seat ballroom, casual and formal member dining rooms, two outdoor patios, a staffed kids club, and a very popular taproom. Whether it's a la carte dining on our scenic patio during the summer, a holiday brunch in our ballroom, or a casual meal shared with good friends, we have a well-deserved reputation for the finest cuisine and service of any country club in the area.

A home-away-from-home for our members, Rolling Hills is a special place where friendships are made, families are celebrated, and life is enjoyed. We welcome you to discover all that we have to offer.

SUMMARY

The Banquet Manager assists the Assistant General Manager with all aspects of the RHCC Food and Beverage services; primarily focused on catering and special events and also assisting with a la carte dining.

JOB RESPONSIBILITIES

- Sets appointments with Members and Guests, and coordinates all Member Events and Club Events from start to finish Interacts and builds strong relationships with the RHCC membership.
- Attends H&E Committee meetings and others as requested by the AGM.
- Communicates event information to other departments by banquet event orders and weekly meetings; creates all BEO's.
- Works with the AGM to schedule and coordinate personnel requirements for all Club functions.
- Inspects completed room arrangements; present to oversee the actual service and greeting of guests for all events.
- Assists with A La Carte Dining as needed.
- Assures the correct appearance, cleanliness and proper set-up of the dining rooms used for each event.
- Provides a detailed schematic for every event.
- Checks the maintenance of all equipment in the dining rooms and reports deficiencies to the AGM.
- Develops detailed side work, timeline and assignments for staff for each event.

- Holds pre-function meetings with Front of House staff to ensure smooth, efficient service.
- Makes suggestions and develops improvements in banquet service procedures and layout.
- Assists in the preparation of the annual budget and monthly forecast to increase the profitability of the banquet operation; monitors performance against budgets.
- Handles Member and Guest complaints. Informs AGM.
- Designs special club events and decorations.
- Performs all reasonable requested work from the AGM or General Manager.
- Willing to work any position in the Club to assure top-level Member experience.

REPORTS TO

- Assistant General Manager

QUALIFICATIONS

- Knowledgeable of Food, Wine, Beer and Spirits
- Experience with menu development and knowledge 3 to 5 years or more experience in a similar role.
- Proven success building a team of competent professionals who are adaptable and positive.
- Must possess excellent oral, written, and interpersonal skills.
- Must possess the ability to interact with members and staff on all levels in a professional, positive, and friendly manner.
- Position requires a highly professional demeanor, adaptability, flexibility and adherence to a strict level of confidentiality.
- Ability to adhere to food service policies, procedures, and safety and sanitation.
- Ability to comprehend and carry out instructions.
- Ability to work as a team player and maintain a professional appearance at all times.
- Ability to work all shifts, days, nights, weekends, and holidays.
- Experience with using Jonas a plus.

HOW TO APPLY

- Please send cover letter and resume to Assistant General Manager, Leda Mejia at Lmejia@rhcconline.com.