



## SENIOR CATERING SALES MANAGER

### JOB SUMMARY:

A great management opportunity for an enthusiastic individual with an appetite for building relationships and planning various types of high-end events in an elite, platinum rated, resort style Club located in Westchester County. This position would be perfect for someone who has been in catering sales for a minimum of three years and is looking to gain experience working with hospitality experts and prosper in a very exciting industry. If you are passionate, detailed oriented, self-driven to succeed, this position would be an exceptional one.

Westchester Country Club first opened its doors as the Westchester-Biltmore Country Club in 1929, it became a privately Member owned club and has been the destination ever since for Members and their friends to enjoy both intimate and grand occasions.

The Club's event space is stunning which offers two very distinctive ballrooms like no others in Westchester County. The event space was designed to feature original art and woodwork craftsmanship from the 1920's, ceilings reaching almost 20 feet high, and 15-foot-high French doors leading out to the terraces. They are separated by a spacious foyer complete with a large working fireplace. We specialize in crafting unique and special events ranging in size from 30 -1,000 guests.

Our acclaimed catering and event teams are ever at hand to provide the artful cuisine and meticulous attention to the details that are hallmarks of the Westchester Country Club experience.

Come join a wonderful and fun family. We start each day by sharing, collaborating, and educating ourselves on industry trends and speak about how we can help each other.

**Please view our Instagram [eventsbycaroline\\_](#)**

### MAIN RESPONSIBILITIES:

Noted, however not limited to:

- Clear and effective written and verbal communication skills with the ability to deliver an appropriate level of detail based on audience in a timely manner.
- Strong prioritization skills, time management skills, and must be able to multitask in a fast-paced environment
- Handle event inquiries – social, golf outings, corporate, and non-profit galas.
- Create and maintain relationships with clients to set and exceed client expectations and deliver on those expectations.
- Must have the ability to sell high-end events.
- Plan the event in its entirety and assist with the day of event execution.
- Assist in the planning of club member events.
- Administrate contracts, banquet event orders for all catering/special events.
- Create floor plans through Allseated.
- Attend weekly banquet event order meeting and speak to all your up-coming events
- Track and receive all deposits.
- Ensure that price guidelines are adhered to.
- Create menus and assist with menu development with the culinary team.
- Keeping up with industry trends.
- Must be passionate, enthusiastic, creative, love food and love working with people.
- Attend industry events – at times throughout the year.
- Assist with the preparation weekly/monthly/annual revenue forecast.

### PERFORMANCE EXPECTATIONS

- Must adhere to WCC code of Professional conduct.
- Ability to sell, plan and ensure the highest level of event execution.
- Ability to work in a fast-paced environment and work under pressure.
- Ability to handle sensitive/confidential matters.
- Ability to prioritize, strong organizational & interpersonal skills.
- Most tasks are performed independently or in a team environment with minimal direct supervision.
- Ability to execute objectives within timelines allocated.
- Driven individual, self-starter but also a team player.

### JOB QUALIFICATION STANDARDS

- Minimum of three – four years with catering sales experience in luxury and high-end venues.
- Country Club experience preferred not required.
- Computer skills - Word, Basic Excel. Delphi & Allseated preferred, training for Delphi and Allseated is available.
- Language and Communication Skills:
  - Speak, read, and write fluently in English.
  - Excellent written and verbal communication skills in English.
  - Must possess strong communication and listening skills.
  - Ability to effectively present information in one-on-one and group situations
- Physical, sensory, and motor demands. Occasional walking (up to 2 hours a day), standing (up to 3 hours a day) and sitting. Intermittent squatting, bending, twisting, lifting. This position requires excellent visual acuity and auditory sense.

**SCHEDULE**

- Work some nights and weekends mainly in season May – December.
- Some Holidays

Please know that work life balance is important to us and we pride ourselves in managing events as a team.

**COMPENSATION**

- Salaried Position \$75,000 - \$85,000
- 401K after first year
- Medical/Dental & Vision
- Paid vacation
- Paid Personal/Sick Days
- Life Insurance & Disability
- Family Meals

**HOW TO APPLY**

- Please send your resume and a cover letter detailing your qualifications for the position and why you would like to be the catering sales manager for Westchester Country Club to Caroline Hay, Director of sales & catering at:  
[chay@wccclub.org](mailto:chay@wccclub.org)