



# San Diego Yacht Club



Tucked away in beautiful Point Loma, California, the San Diego Yacht Club is consistently ranked among the top 5 yacht clubs in the Nation. SDYC is recognized by the Club Leadership Forum as one of the finest facilities of its kind in the world and currently ranks as the number two yacht club in the United States.

The history of the San Diego Yacht Club in many ways parallels the remarkable growth and global prestige of the City of San Diego. International racing events have focused the world's attention on the accomplishments of local sailors since the late 1930s when San Diego won its first Star championship. In recent years, San Diego yachtsmen have attracted national media coverage in a variety of events.

Throughout its existence, the San Diego Yacht Club has evolved from a small gathering of boating enthusiasts joining together in 1886 to a world-renowned yachting community recognized for its success in bay sailing, ocean racing, predicted log racing, cruising, angling, and its support of youth programs at all levels. Competitions have ranged from Major National and World Championships to the Lipton Cup, from Junior Regattas to the Olympics, and from Classic yachts to the America's Cup.

The SDYC is currently seeking an experienced Catering Director. This is a hands-on position, and the ideal candidate must be able to work alongside the Catering and Events Manager and Banquet Manager in the office, as well as with the banquets team on the floor during events. The Catering Director will oversee all daily operations, financials, and budgets, hiring and training, along with banquet operations. The ideal candidate must be able to work with members, guests and various departments, planning and executing club events, catered functions and other club related activities. Ultimately, to ensure a high level of membership experience and satisfaction is met.

## **SDYC Overview**

- Members Only venue
- 2,000+ member families
- Budgeted food and beverage revenues for 2024 are \$5mil (70% a la carte; 30% banquet)
- Operational Tuesday through Thursday for lunch and dinner; Friday through Sunday for breakfast, lunch, and dinner
- Open for all holidays; closed Christmas day

## **Requirements**

- Bachelor's degree in Hospitality Management or similar degree is preferred
- 3-5 years relevant experience in catering and event management is preferred
- Private club experience is strongly preferred
- Strong leadership, organization, communication and administrative skills required
- Strong work ethic and character
- Working knowledge of computer programs and technology
- Friendly and outgoing demeanor

## **Essential Duties**

- Qualifies and books event requests for space in accordance with yacht club mission statement.
- Prepare, implement, and compile financial data for annual budget process, forecasting, month end numbers and business analysis reports for F&B - Catering. Monitors expenses and costs within department.
- Ensures all revolving events (club meetings, annual regattas, etc.) are booked in appropriate rooms/space as required. Maintains accurate and updated event files, focusing on prompt and systematic servicing of all events (i.e. tracing, booking, contracting, communicating, and follow up)
- Works closely with members, clients, board of directors, committee, and regatta chairs to ensure events are detailed and set up as required, including but not limited to, contracting entertainment, design/décor, rentals, and audio-visual equipment, negotiating menu pricing, and reconciling costs following events.
- Updates catering packet on a regular basis with Executive Chef, including creation of new menus, revision of policies, prices, minimums etc.
- Brainstorms and develops new marketing techniques to educate and inform members about catering opportunities at clubs. Maximizes profitability for the club.
- Ensures information is distributed weekly to all departments regarding upcoming events. Enlists assistance from supporting departments as needed to execute events for member satisfaction.
- Ensures reservations are correctly taken for club events (New Year's Eve, Opening Day dinner dance, etc.); coordinates seating arrangements, registers attendees' day of event, inspects finished arrangements and corrects where necessary, oversees operation of event as needed.
- Develops custom menus for events, coordinates and attends tastings as needed, photographs and

- records plate presentation. Interacts with Executive Chef and F&B Director to ensure final product is as requested.
- Ensures event bill is correctly completed and transmitted to accounting. Prepares thank you/invoice letter and questionnaire to client. Ensures tip distribution is correct and is transmitted to accounting.
- Ensures integrity of servicing groups by enhancing and implementing core standards for catering department. Follows up personally with members and clients to ensure complete satisfaction and resolving issues when needed.
- Expected to regularly attend industry meetings and educational seminars, including local NACE, CMAA, KID events, and attend the annual ACCP National Conference. Maintain visibility in surrounding community and promote club when appropriate.
- Manages two subordinate supervisors who supervise around 15 employees in the Catering and Events Manager and Banquet Manager. Also directly supervises around 15 non-supervisory employees. Promotes professional development of all members of the Catering department.
- Other duties as assigned or directed.

### **Managerial Functions**

- Hire, train, supervise, coach and counsel all departmental leads and team members.
- Schedule team members taking into consideration club events, member service needs and budgetary guidelines.
- Ensure that all team members are properly uniformed and follow club procedures.
- Facilitates all emergency response training and safety training for all team members.
- Know club emergency procedures and where all emergency's shut offs are located. Assist members in case of emergency.
- Oversee the financial management for the department to include budgeting, CAP EX, monthly P&L alignment, and reconciliation.
- Adhere to the goals, tactics, and metrics of the Board of Directors strategic plan outline.

## Physical Demands and Work Environment

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The San Diego Yacht Club will offer a competitive compensation package to include:

- Salary range of \$90,000 - \$100,000 based on experience and qualifications
- Eligibility for enrollment in medical, dental, vision, 401k, and life insurance plans (per employee handbook)
- Vacation and sick days (per employee handbook)
- Professional association dues and continuing education based on annual budget with prior approval
- Relocation assistance (negotiable)

Individuals who meet or exceed the established criteria as detailed in this posting are invited to send their cover letter and resume. **Application deadline, April 5<sup>th</sup>, 2024.**

Send resumes to:

Brian Carlson, CCM, CCE

General Manager

San Diego Yacht Club

1011 Anchorage Lane

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Or email:

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