



## **Director of Catering**

Founded in 1947, Coral Ridge Yacht Club is a member-owned private Club located in Southeast Florida. Our membership of 460 enjoys several dining options in our newly renovated 30,000 sq ft. Clubhouse. Club amenities include dining, an Olympic-sized swimming pool, a 56-slip marina, fitness, sailing, and coming this spring: The Pointe, an 8,000-square-foot outdoor dining facility, grab-n-go market, and a pickleball court.

Coral Ridge Yacht Club stands out as an exceptional workplace for several compelling reasons. First, the Club boasts a vibrant and inclusive community, fostering a positive and supportive environment for both employees and members alike. The commitment to teamwork and camaraderie creates a sense of belonging that contributes to a fulfilling work experience. Additionally, the Club's commitment to excellence is reflected in its high standards of service, providing employees with the opportunity to develop valuable skills and enhance their professional growth. The picturesque waterfront setting creates a pleasant and inspiring workplace atmosphere. Moreover, Coral Ridge Yacht Club places a strong emphasis on employee well-being, offering competitive benefits and fostering a healthy work-life balance. The dedication to creating an enriching work environment, combined with the unique charm of the location, makes Coral Ridge Yacht Club an outstanding choice for those seeking a rewarding and enjoyable work experience in the hospitality and leisure industry.

### **MISSION STATEMENT:**

The mission of the Coral Ridge Yacht Club is to provide our diverse membership a high-quality private Club experience, rich with opportunities to engage in social, dining, yachting, and recreational activities, distinguished by modern amenities, in a friendly, welcoming environment.

### **Position Summary**

CRYC is seeking an experienced Director of Catering (DOC) who will be responsible for managing day to day catering services including but not limited to promoting the Club's facilities for private functions, banquets, business and social meetings, club sponsored events and other Member related activities. The Director of Catering is responsible for all aspects of booking Member functions including pre-planning meetings, BEO creation, marketing and communications, event execution with the banquet staff, billing, and follow-up. The DOC works in conjunction with the Clubhouse Manager, F&B Managers, Executive Chef, Sous Chef, and reports directly to the General Manager.

### **Essential Duties and Responsibilities:**

#### **Member Experience**

- Act as an ambassador to establish and maintain active and positive involvement with Members to promote, advertise, and market the Club's facilities to all.
- Coordinates, plans, and implements all private events and club functions.
- Utilize unusual or creative ideas around a function's theme and develop creative approaches to problem solving.
- Handles daily inquiries regarding room availability, bookings, and Club functions.
- Uses negotiating skills and creative selling abilities to finalize contracts.
- Meets with vendors and negotiates pricing to adhere to the budget.
- Completes and mails, emails all contracts, and requested information to prospective clients in a timely manner.
- Assess Members' or Guests' needs and evaluate satisfaction following their event.
- Consistently delivers premiere service to all.
- Critiques functions to determine future needs and to implement change for improvement.

- Work closely with the General Manager, Executive Chef, Clubhouse Manager and Food and Beverage Manager on financial and operational priorities and budgets to achieve financial goals for Catering Dept.
- Plan and develop special events and marketing of events with emphasis on generating revenue.
- Works with the General Manager, Executive Chef, and Clubhouse Manager on menu planning, pricing, and other details for private and other club events.
- Meets weekly with the food and beverage department to review upcoming functions, prepares Banquet Event Orders (BEO), and informs all of updates or changes.
- Prepares and distributes all banquet order specifications and verifies all contractual obligations are being met prior to the event.
- Coordinates with Executive Chef, General Manager, and Clubhouse Manager to update catering menus regularly, reflecting culinary trends and Member/Guest needs.
- Maintains master calendar of events.
- Completes the necessary floor plans, seating arrangements and timelines needed.
- Inspects final room setup/breakdown and present to oversee the greeting and service.
- Participates in Entertainment, Ensigns, Social, and Events Committees.
- Gathers intelligence to gain a solid understanding of Member and outside function wants and needs, competitor club offerings and pricing.
- Works with housekeeping staff to maintain club's appearance, upkeep, and cleanliness.
- Advises Maintenance Manager of any needed repairs and maintenance.
- Consistently deliver our Members "Home Away from Home" premiere experience.

### **Recruiting and Staffing:**

- Works to ensure events are properly staffed and work with any outside providers for staffing levels, if necessary.
- Assists with recruiting and orientation as needed.

### **Work Environment:**

- Provides a safe, clean, and professional work environment.
- Assist with supervising Banquet Captain, Banquet Bartenders, Banquet Servers, and other Banquet Staff to build a team environment and ensure smooth operation of the Catering office.
- Creates a positive, rewarding, and pleasant work environment. Treats all employees with fairness and respect and ensures that staff treats each other with respect and consideration.

### **Management, Training and Development:**

- Assists with training of new employees to be successful in their duties. Makes suggestions about reviewing and updating the training program as needed. Work with HR to coach and counsel employees as needed.
- Provides growth opportunities for high potential employees.
- Follows SMART objectives in managing staff.
- Provides feedback for annual review for all staff with measurable goals and timelines.

### **Processes & Procedures:**

- Implements policies and procedures to improve catering and F&B departments.
- Provides outstanding service to Members and Guests in a professional and courteous manner.
- Ensures the department achieves established performance standards according to Club policies and procedures including consistently delivering great food, served professionally in a clean, safe, and welcoming atmosphere.

- Assures standard operation procedures for revenue and cost control are in place and properly utilized.
- DOC will be required to perform other job-related duties as assigned by the General Manager.

**Required Qualifications:**

- Member focused.
- Strong interpersonal skills and ability to listen and interpret Members' wants and needs.
- Leader capable of managing a professional team.
- Maintain professional and positive attitude with staff.
- Initiative in improving efficiency of the operation.
- Results and goal oriented.
- Knowledgeable in food and beverage and Club industry.
- Energetic with drive and ambition.
- Creative and innovative.
- Organized and detail oriented.
- Excellent verbal and written communication skills.
- Knowledge of overall club policies and procedures.
- The DOC is required to work a varying schedule based on the Clubs' needs. This schedule includes nights, weekends, and holidays.

**Experience and Education:**

- Bachelor's Degree in Hospitality Management or related area preferred.
- Five years of catering management and sales experience at an upscale club, hotel, or high-volume restaurant.
- Florida Food Manager Certified and Safe Serve Alcohol Compliance Certification preferred.
- Experience with NorthStar POS System preferred.
- Proficient with Word, Excel, and Power Point.
- Have valid CPR Certification or will obtain within six months of employment.

Coral Ridge Yacht Club offers an attractive and competitive compensation and benefits package including medical, dental, vision, PTO, 401k Plan with match, and supports professional education. Interested professionals who meet or exceed the established criteria are encouraged to submit a **Resume and Cover Letter** to:

**Nadine D. Rockwell, CCM**  
 General Manager  
 Coral Ridge Yacht Club  
 2800 Yacht Club Boulevard  
 Fort Lauderdale, FL 33304  
[nrockwell@cryc.net](mailto:nrockwell@cryc.net)