



MENLO CIRCUS CLUB

JOB NOTICE

POSITION: Catering Assistant

EMPLOYER: Menlo Circus Club | Atherton, CA | www.menlocircusclub.com

Since its inception in 1923, Menlo Circus Club, a private country club, has been the scene of outstanding horse shows, polo matches, swimming events, tennis tournaments and gala parties. As the membership has increased over the years, the Club has expanded. There are now thirteen tennis courts and the Menlo Circus Club Stables offer full service boarding facility. The Menlo Circus Club is one of only 30 Distinguished Emerald (rated) Country Clubs in the country. The swim, fitness and dining facilities have also recently been renovated. While the present Menlo Circus Club has evolved from its simple beginnings of hosting children's parties, family picnics, trail rides and circus events, its emphasis has always been and continues to be that of a family club.

Our pledge is to provide our members with the finest facilities, products and services. Our goal is to maintain the highest standards of gracious hospitality and to preserve the Menlo Circus Club's fine reputation and tradition of excellence.

POSITION SUMMARY:

The Catering Assistant will report directly to the Catering Director with frequent communication and support to all Management staff involved with the planning and execution of Catering events at the Menlo Circus Club. Typically, the work week for this position will be Wednesday through Sunday; however the Catering Assistant will be required to work flexible hours, including nights and holidays when requested. In this position, the Catering Assistant will answer incoming phone calls, field inquiries and schedule meetings and tours for prospective bookings. The Catering Assistant will maintain the reservation database and take reservations for lunch, brunch and dinner. This position will update and distribute weekly menus, create seating charts and assist the Catering Director with the planning and execution of all Catering functions. These objectives will be accomplished through the following duties and responsibilities.

EDUCATION AND QUALIFICATIONS:

High School graduate. Have 1+ years experience in event coordination or marketing related work experience. Strong communication skills are necessary. Demonstrated knowledge of MS Office – including Word, Excel & Outlook. Must have excellent time management skills, be detail oriented and have strong follow through. The ability to multi-task, yet maintain strong organizational skills and a warm/positive attitude is necessary. It is necessary to have strong interpersonal skills and the ability to work with all employees, committees, individual members and non-member clients.

COMPENSATION:

Competitive hourly wage. Additional commission potential (party service charge) after completion of probationary period. This is a full-time position that is eligible for health benefits after 30 days of service and 401k benefits with company match after 90 days of service. Employee meals are provided.

TO APPLY:

Please visit the [website](#). You can [download an employment application](#) at the Contact Us page. Please submit completed employment applications with a cover letter and resume to jobs@menlocircusclub.com. Interviews are by scheduled appointment only. Additionally, all employment offers are pending satisfactory results from a pre-employment background investigation.

EOE/M/F/D/V