

## **Catering and Banquets Director The Plantation at Ponte Vedra Beach**

### Club Overview

The Plantation at Ponte Vedra is a 650 acre pristine private equity sea side community in prestigious Ponte Vedra Beach, Florida. This absolutely gorgeous property has 579 single family homes and fantastic amenities nestled amid 66 acres of sparkling lakes, 10 miles of roads, beautiful moss covered Live Oaks and towering Pines. The Plantation offers its members an immaculately maintained Championship Golf Course designed by Arnold Palmer and recently renovated by Greg Letsche, Expansive Short Game and Practice Facilities, a one of a kind Beach House Property sitting above the white sandy beaches of the Atlantic Ocean, a first class Championship Tennis Center with seven lighted Har- Tru tennis courts, four pickle ball courts, community amenity center with regulation sized croquet field as well as a 25,000 square foot clubhouse with multiple dining and banquet facilities.

### Position Summary

The Club is seeking a dynamic Catering and Banquets Director, a key member of our team. Who will be responsible for consistently presenting the highest quality of service in private events management, with particular emphasis on exceeding our member expectations.

This is a full time, salaried exempt position that reports to the Food and Beverage Director.

### Duties and Responsibilities

1. The Catering and Banquets Director organizes, plans, and promotes the club's dining facilities for private banquets, business and social meetings, and other related membership functions. Works directly with members and related senior staff to plan and execute all social events and special catered functions to insure that the member's expectations are exceeded. Will be required to run day, evening, and weekend functions as the MOD on an as needed basis.
2. Will also offer oversight regarding semi-annual and/or one-time only Club functions. He or She will work with the Food and Beverage Director on Dining Room/Beach House/Tennis/Golf functions. He or she will offer insight and guidance to ensure an outstanding function.
3. He or She will be responsible for the entirety of the Banquet Department. This includes the following:
  - i. Working with the Food and Beverage Director/ Executive Chef to provide direction in regard to display pieces, themes, display design, menus etc.
  - ii. Will stay up on recent trends while keeping in mind the Membership and their wants/needs.
  - ii. He or She is responsible for the purchase of ALL banquet décor.
  - iii. Works with the Housemen to ensure proper set-ups for ALL banquet functions are completed.
  - iv. Provide diagrams for every major function.

4. He or She will be responsible for recording deposits for his or her functions and forwarding them to the Accounting Department.
5. The Catering and Banquets Director will be equipped to serve as the Day of Coordinator for a wedding reception, ensuring management of vendors, deliveries, timeline of the Bride & Groom, and relaying all details to the event closing to appropriate management.
6. He or she will be responsible for booking all staging, linens, special rentals and floorplans for his or her assigned functions and coordinating their delivery and pickup.
7. He or she will book and schedule all appointments, walk-throughs, phone calls and menu tastings specific to upcoming events.
8. The Catering and Banquets Director will attend weekly BEO meetings to review any special set-up requirements for upcoming events.
9. The Catering and Banquets Director will be responsible for attending and representing the banquet department at monthly House Committee meetings.
10. The Catering and Banquets Director will be responsible for researching and presenting new function ideas and pricing to the Food and Beverage Director and House Committee.
11. He or she will conduct walk-throughs with appropriate management and housemen to inspect and confirm if the finished event set-ups are accurate.
12. Will work directly with the Executive Chef to determine menus and pricing for all banquet menus and custom items.
13. He or She will handle any complaints received for the Catering Department and will relay complaints to the Food and Beverage Director.
14. In the event that the Catering and Banquets Director is the only manager on property after any given function, he or she will be responsible for end of shift report and locking the building/property.

#### Contact Information

Interested professionals should send a cover letter with salary requirements and resume to Tom Rice at ([trice@theplantationpv.com](mailto:trice@theplantationpv.com)) with the promise of utmost confidentiality. We are a Drug Free, EOE employer.