



Position: Banquet Manager
Department: Food and Beverage

Location

Dataw Island is a truly magnificent 870 acre gated residential community located just outside the antebellum town of Beaufort, SC. Selected by *Southern Living* Magazine as the "Best Small Southern Town," Beaufort is approximately 1 hour away from Savannah and 2 hours from Charleston, SC. Additional information can be located on <http://www.dataw.org>, <http://www.beaufort.com>, <http://www.beaufortsc.org>, www.Savannah.com and www.Savannah-visit.com.

Facilities Overview

Dataw Island is a private, secluded sea island located 6 miles outside of historic Beaufort, SC. Dataw Island has two 18-hole championship golf courses designed by Tom Fazio and Arthur Hills. Few private country club communities can boast of such an ideal location and two championship golf courses. Dataw Island is designated an Audubon Cooperative Sanctuary by Audubon International. Dataw Island Club has a very active golfing membership and over 65,000 rounds are played per year. There are 1,100 club members. A majority of the membership is retired. The elegant 42,000 square foot clubhouse contains formal and informal dining areas and a golf pro shop. Additional facilities include practice facility and putting green, 8 Har-Tru Tennis Courts, tennis pro shop, snack facility, swimming pool, croquet courts, bocce courts and miles of leisure trails. The freestanding 16,000 square foot Community Center offers a quality fitness and activity center with an indoor pool and spa, fitness room, aerobic studio, conference room, massage facilities and arts and crafts studio. All sports facilities have full-time professionals in place. Gross revenues for Dataw Island Club are \$13 Million, dues revenue totals \$6.7 Million, food and beverage sales total \$2.8 Million. Food sales comprise over two million of that total, with 70% of those sales coming from the a la carte outlets. The club operates 12 months per year, 6 days per week. A full-service marina with easy access to the Intracoastal Waterway and Atlantic Ocean is also located on the island and currently under renovation. Please visit the Dataw website www.dataw.org for additional information.

Food and Beverage Outlets

The Club has three dining outlets. There is a free-standing deli operation near the pool, golf and tennis amenities and two other restaurant concepts inside the clubhouse; The Pub and The Dining Room. The busy and popular Pub is a 100-seat outlet with an upscale casual pub menu and service style. The Dining Room is a 2-3 night per week outlet where reservations are

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www.dataw.org



required for the 35 seats. This fine dining operation offers frequently changing, small and crafted menus focusing on locally sourced products. The service style is informative to the diner, elegant and deliberate. The dining outlets enjoy panoramic views of the golf course, croquet lawns and tidal marsh. There is an outdoor terrace with a fireplace that also services the membership's dining needs. These dining areas represent as fine and comfortable dining ambiance as there is in the Lowcountry.

The 5,000 square –foot Carolina Ballroom accommodates up to 300 guests for large affairs while our more intimate Tabby Room can serve an occasion for 50. Both venues overlook sweeping views of the marshes, golf courses and croquet lawns.

Job Summary

Organizes, directs, and oversees all aspects of service for the club's dining facilities during private banquets, business and social meetings, and other related membership functions. Works directly with Special Events Coordinator to execute special catered functions to assure member's expectations are exceeded.

Responsibilities

- Works closely with the Special Event Coordinator and Executive Chef on all events and personally inspects set-ups and food presentation against function sheet. Manages staffing requirements, service and clean up.
- Assures that all events are properly billed and that the appropriate paperwork is submitted to the accounting department in a timely manner.
- Assists Special Event Coordinator with guest tours and offer suggestions in efforts to sell the merits of the club's facilities for the occasion being planned.
- Assists members with parking, entertainment, decorations, audio/visual and any other requirements integral to events being planned.
- Attends all BEO meetings to plan, execute and review events with staff
- Diagrams room layout, banquet item placement and related function details.
- Checks function sheets against actual room setup and supervises service personnel.
- Inspects finished arrangements; present to oversee all the actual greeting and serving of guests.
- Serves as liaison between kitchen, service, and management staff.
- Assures proper inventory of all banquet service equipment and supplies to meet required needs.
- Regularly inspects all front- and back-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance and other standards for the department are met.
- Ensures that all banquet staff are well-groomed and in proper uniform.



- Conducts after-event evaluations with Special Event Coordinator to improve quality and efficiency of banquet functions.
- Helps with coverage in ala carte / dining rooms when necessary. All other duties and responsibilities as needed to meet the needs of members, guests, and management.

Employment Standards

- Excellent verbal and written communication skills
- Bachelor's degree in hospitality, Event Management or similar field or a minimum of 2 years' experience in club or hotel banquet catering operations.
- Strong customer service skills
- Proficient in Microsoft Office products

Availability and Schedule

- Must be available to work weekends and holidays as needed.
- Must be available to work overtime as needed.

Reports to

Clubhouse Manager

To Apply:

Please send a resume to Corky Demers, Director of Human Resources at the Dataaw Island Club (corky.demers@dataaw.com / (843) 838-8436. Must be able to legally work in the U.S., be able to lift to 50 lbs., be willing to work evenings and weekends as needed, and have reliable transportation. EOE