



48 FORD WAY, P.O. BOX 2889, RICHMOND HILL, GA 31324  
[FORDFIELDANDRIVERCLUB.COM](http://FORDFIELDANDRIVERCLUB.COM)

Golf Digest "Best Golf Courses in Georgia" Golfweek's Top 100  
Best Residential Courses Host for the Georgia PGA Open  
Platinum Club of America 2024 Distinguished Club of America  
Elite Status

Interested candidates may contact:

Paula Reising

Director of Human Resources

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#### JOB DESCRIPTION

Job Title	<i>Events Manager</i>	Status/Class	<i>Full Time/Salaried Exempt</i>
Reports to	<i>Director of Food and Beverage</i>	Zone	<i>C</i>

#### Job Purpose

The Events Manager works directly with the Director of Food and Beverage and the Culinary Team in coordinating all Food and Beverage events, club activities, and club staff to ensure the timely and effective operations and to ensure that the members' and their guests' expectations are exceeded, and to ensure that the highest quality food and services are delivered.

The Events Manager is responsible for all day-to-day events and catering services. They promote the club's dining facilities for private banquets, business and social meetings and other member-related activities. They develop contracts for and oversee all administrative and operational aspects of preparing and selling events and catered parties. They work with banquet and other departments to ensure that the members' and guests' expectations are exceeded and the highest quality food and services are delivered.

## Duties and Responsibilities

- Promotes, advertises, and markets the club's social event facilities and capabilities to all members.
- Helps member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtain pertinent information needed for guest planning.
- Works with the Executive Chef to determine selling prices, menus, and other details for catered events; oversee the development of contracts; assures the pre-planned banquet menu offerings are current and reflect general member interests.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and other special requests, etc.
- Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests.
- Checks function sheets against actual room setup; oversees personnel scheduling for special functions and may help supervise service personnel.
- Oversees scheduling of banquet service employee meetings.
- Responsible for hands-on service work when needed and orchestrating events when necessary.
- Manages complaints.
- Maintains past and potential client files, schedules calls or visits to assess ongoing needs of prospective clients for catering services.
- Completion of in-house banquet event orders (BEOs).
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Represents members' needs and interests on applicable club committees.
- Obtains necessary permits for special events and functions.
- Critiques function to determine future needs and to implement necessary changes for increased quality.
- Attend staff and management meetings to review policies and procedures, future business and to continually develop quality and image of banquet functions.
- Ensures the security of club members and guests valuables during catered events.
- Assumes responsibility of manager-on-duty when necessary.
- Ensure that proper housekeeping and energy conservation procedures are always followed.
- Diagrams room layout, banquet item placement and related function details.
- Meets with other department managers to plan food and beverage aspects of special events organized by the staff members.
- Ensures timely correspondence with all guests including inquiry, follow-up, contracts, billings, and thank-you letters.

- Updates weekly function information for all affected staff.
- Serves as liaison between kitchen, service, and management staff.
- Maintains club's master calendar and function book.
- Ensures that all members, guests, and co-workers are treated in a friendly and respectful manner in accordance with the standards of excellence of The Ford Field and River Club.
- Complete all other relevant job duties as assigned.

## Qualifications and Experience

- High School diploma or GED. College or university study in Hospitality Management preferred.
- Three plus years of experience in catering operations and extensive knowledge of fine dining or private club events, weddings, wine dinners, and other formal club events.
- Food safety and Alcoholic beverage certifications.
- Knowledge & Ability:
  - Creativity
  - Fiscal responsibility
  - Marketing and promotions
  - Strong interpersonal and organizational skills
  - Polished, professional appearance and presentation.
  - Effective communication through all department levels and through Club.
- Computer skills including Microsoft Office, Club Essentials POS preferred.

## Working conditions

Predominantly working inside but occasionally working outside; occasional evening and weekend work required.

## Physical requirements

Required to stand and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach. Push, pull or lift up to 50 pounds. Vision must be correctable to read and write. Hearing must be sufficient to understand conversation in a noisy environment. Must have hand usage to complete forms, use keyboard and mouse, and other office equipment.

## Direct reports

