



CAROLINAS CHAPTER

CLUB MANAGEMENT
ASSOCIATION OF AMERICA

CAROLINAS CHAPTER JOB OPENING

CLUB	Old North State Club
LOCATION	New London, NC
POSITION FOR HIRE	Events-Activities Director

CLUB INFORMATION

In 1991, Tom Fazio created a masterpiece along a two and a half mile peninsula of Badin Lake. The piece of land now known as Uwharrie Point was soon home to a country club bearing the historic name for North Carolina, "Old North State."

Recognized by Golf Digest as the number two "Best New Private Course in America" its inaugural year, Old North State Club remains one of North Carolina's most celebrated golf courses, with the North Carolina Golf Panel including this Tom Fazio masterpiece among the state's top courses year after year. Nestled between Badin Lake and the Uwharrie National Forest, the property pairs exceptional golf with full country club amenities.

Inside the gates of the Uwharrie Point community, our clubhouse offers sweeping views of the lake and forest and stand-out cuisine. Adjoining tennis, aquatics and fitness facilities offer fun for the whole family. To complete the experience, members may rent or store a boat at our nearby marina and invite guests to stay the weekend at Old North State Club's lakefront lodge or one of our rental homes.

The Club by the Numbers

- Gross Operating Revenues approximately \$5.7M
- Food and Beverage Revenues approximately \$1M
- Annual Dues Revenues: \$2.2M
- Initiation Fee: \$33,000
- Memberships: 340 total members of which 200 are golfing members
- Rounds of Golf approximately 21,000 (18-hole equivalent rounds)

POSITION SUMMARY & RESPONSIBILITIES

The Events-Activities Director is responsible for all aspects of the banquet operations and plans and oversees dining operations during slower times. This position reports to the General Manager. Assures a high standard of appearance, hospitality and service in personnel and cleanliness of all member areas. Supervise, train, and lead the events team in creating memorable events. Works closely with the Food and Beverage Manager and Executive Chef.

Essential Duties include, but not limited to:

- Plans, coordinates, and executes all Club events.
- Works with members in planning private events including weddings, luncheons, dinners, and meetings.
- Prepares function sheets, room layouts, and checks the function sheets against actual setup.
- Assists in scheduling personnel.
- Maintains a visible presence on the floor during events and carefully supervises staff to ensure proper execution of service that meets the Club's standards.
- Works with the Executive Chef to determine selling prices, menus, and details for catered events.
- Coordinates the printing of menus, procuring of decorations, entertainment, and other special requests.
- Takes a proactive approach to operations and manages feedback, taking appropriate corrective action.
- Assures that all side work is accomplished and all cleaning of equipment and storage areas is completed.
- Directs pre-event meetings with staff to ensure good communication and proper implementation during each event or shift. Communicates with the team on current events at the Club.
- Assures the correct appearance, cleanliness, and safety of dining areas, equipment, and fixtures.
- Maintains an inventory on silverware, glassware, linen, and other items and ensures that they are properly stored and accounted for.
- Works with the Food and Beverage Manager to monitor labor.
- Coordinates bar inventory and supplies for banquet events; completes inventory for billing purposes.
- Helps create catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Assumes responsibility of manager-on-duty when necessary.
- Updates weekly event information for all affected staff.
- Attends scheduled staff meetings.

QUALIFICATIONS & KEY CHARACTERISTICS**Education and/or Experience:**

- Bachelor's degree preferred, hospitality management a plus.
- 3-5 years' experience in hospitality or related field.
- Minimum of two years of supervisory experience in food and beverage services.

Key Strengths:

- Extreme attention to detail.
- Excellent leadership abilities.
- Excellent written and oral communication skills.
- Ability to collaborate with other professionals.

Physical Requirements:

- Must be able to remain in a stationary position for long periods of time.
- Must be able to move about the dining areas to service guests.
- Frequent lifting and carrying of items up to 50 pounds.
- Occasional pushing and pulling of items up to 50 pounds.

COMPENSATION & BENEFITS

Salary commensurate with experience and training. A benefit package is available to eligible full-time employees inclusive of group medical, dental, vision, and 401(k). McConnell Golf pays for life and AD&D insurance. FSA option is available.

CLUB WEBSITE

www.oldnorthstateclub.com

HOW TO APPLY

Please send a cover letter and resume to General Manager, Kelley Williams at kwilliams@oldnorthstateclub.com.