



We want YOU to join our team! We currently have an exciting opportunity for a **Catering Manager**. You will be an integral part of the leadership team within Food and Beverage. You are responsible for managing all aspects of the Catering department while ensuring superior catering standards and service to all our members and guests.

Islington Golf Club is a private club founded in 1923, during the "Golden Age" of golf course construction. In 2019, we were awarded Club of the Year by the Canadian Managers Association of Canada. In 2022, we were privileged to host the practice facilities for the RBC Canadian Open. **This year is a celebratory year for us, we will be celebrating 100 years!**

**What we offer:**

- Competitive wages
- Yearly bonus
- On-site parking
- Comprehensive Benefits Plan
- Employee Assistance Program
- Staff Meal
- Golf Privileges
- Pension Plan

**What you bring:**

- Minimum of 3 years in an event planning and catering management role
- Previous private club experience is an asset
- Diploma/Certificate in Hospitality Management preferred
- Smart Serve Certification
- Strong computer skills: Microsoft Office
- Experience with Jonas and JAM is an asset
- Excellent interpersonal, communication and organizational skills

**What you will do:**

- Meet with clients, conduct Club tours, and organize all catering details of event, including contracts and deposits to final payment
- Collaborate with Clubhouse Manager and Executive Chef in the planning, coordination, and execution of special member events such as Golf tournaments, Easter, Mother's Day etc.

- Continue communications with function organizer(s) before, during and after an event to ensure guest satisfaction, financial success, and guest loyalty
- Ensure all details of events are communicated internally via input in Jonas and Jonas Activity Management (JAM) to ensure all aspects of the event and any changes are communicated effectively
- Develop new business via follow-up of inquiries and leads, as well as retention of previous business
- Together with the Culinary and FOH teams, develop banquet menus and pricing structures based on competitive analysis
- Collaborate with Communications Manager to design inspired communications, including creative event marketing, posters, signage, menus etc. and maintain consistent Club branding
- Achieve target revenues by maximizing event space while accommodating guest/member requirements
- Collaborate with all departments involved to ensure a smooth and seamless execution, including staffing and setup/tear down, while meeting the client's expectations
- Supervise the execution of events to ensure the Club's standards of food quality and service are attained
- Source and order all event products and equipment from reliable and cost-effective suppliers while continuing strong relationships with vendors
- Work closely with Food and Beverage Services Manager to develop, implement, and maintain an on-going training program for front-line event staff to ensure that training is consistent and performance standards are met
- Responsible for maintaining financial information and providing any reporting analysis, budgeting and department goals
- Responsible for accurate billings, cash bars and month-end deadline requirements

If you are a passionate individual who is excited about this position, we strongly encourage you to apply via email to Jennifer Vollmer, Clubhouse Manager at [jvollmer@islingtongolfclub.com](mailto:jvollmer@islingtongolfclub.com)

*Islington Golf Club is an Equal Opportunity Employer and offers reasonable accommodations to job applicants with disabilities throughout the recruitment process. Applicants under consideration for employment will be contacted to participate further in the recruitment process. If you are contacted and you require any accommodation in the recruitment process due to a disability, please indicate this and we will work with you to meet your accessibility needs.*