



## University Golf Club Event Coordinator Golf/F&B

*The following are the overall job duties for this role but are not limited to.*

### **SUMMARY**

The Golf/F&B Event Coordinator is responsible for driving sales of the catering and golf event business to new and existing clients by consistently delivering exceptional service to guests of University Golf Club. You will be responsible for booking events, executing events, selling meeting space, and generating catering revenue, while achieving targets set by the F&B Manager. The Golf/FB Event Coordinator directly helps lead the banquet and golf events department, ensuring the highest level of service by overseeing all aspects of event coordination, service, and service staff during operating hours, while working in a clean and safe environment, and efficiently executing and achieving all departmental goals.

The Golf/FB Event Coordinator will report to directly to the Events & Catering Manager. This role will also work closely with the F&B Manager, Golf Events Coordinator, the Executive Chef, Head Golf Professional and act as the point of contact and leader of the events department when Managers are off site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but not limited to:

- Manages service aspects in specific food and beverage assigned areas and operations and acknowledges, greets and thanks all staff and guests
- Supports the management of the event operations to ensure proper room preparation, execution, and clean up. Be able to lift/move tables etc. up to 50+ pounds.
- Directly manages the coordination, set up, and execution of all golf events and banquets.
- Works with Golf Operations team including the Golf Events Coordinator and the Head Golf Professional regarding Golf related events and the golf events office bookings
- Supports the Events & Catering Manager and the Banquet Manager and acts as the department leader when required, which can include closing the building at the end of the day
- Optimize sales of existing event business by promoting University Golf Club, activities and Catering menus
- Build and maintain client and vendor relations
- Liaise with internal departments and external suppliers
- Understand the complex needs of different events, and diverse clients
- Conduct site visits to gain valuable business
- Respond to incoming leads, answer inquiries and send quotes
- Coordinate all event details from inquiry, contract, process payments, populate Banquet Event Orders, create floorplans, finalize event details and close events
- Assisting with in house laundry and working with the Events & Catering Manger and Banquet Manager on linen inventories
- Ensure a high level of guest satisfaction
- Identify and solicit new clients or target groups
- Execute, manage and oversee some events on the day of, including welcoming guests, problem-solving, communicating with staff, and organizing vendors



### **BACKGROUND AND ESSENTIAL SKILLS:**

- Excellent written and verbal communication skills including strong time management skills.
- Strong Microsoft Office skills, including Outlook, Excel, Word, PowerPoint, including POS systems.
- Knowledge of any Catering software and Canva is an asset.
- Flexible work schedule (evenings/weekends).
- Previous Banquet experience is ideal.
- Familiar with office equipment - phone systems, printers, photocopiers, etc.
- Ability to multi-task and problem-solve within an ever-changing environment.
- Ability to take initiative and meet deadlines, and a strong attention to detail.
- Exceptional interpersonal skills.
- Respect, acknowledge and uphold Musqueam culture.

### **EDUCATION and/or EXPERIENCE:**

At a minimum, a post-secondary education in Event Planning/Hospitality or 2 years of related experience, or some combination of relevant education and experience.

### **OTHER SKILLS AND ABILITIES:**

- Ability to prioritize and handle multiple tasks/projects simultaneously.
- Must carry a valid driver's license and an operating vehicle.
- Must be fully vaccinated.

### **HOURS OF WORK:**

Up to 37.5 hours/week; 5 days a week; on-site

### **COMPENSATION PACKAGE:**

Admirable compensation package + gratuities with great company benefits plan and company matching RRSP program. Rates to be discussed during hiring process.

### **APPLICATION PROCESS:**

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to [hr@universitygolf.com](mailto:hr@universitygolf.com). While we thank all candidates for their interest, only select individuals will be contacted for follow-up. Deadline for applications: **June 8<sup>th</sup>, 2024.**