



Dedham Country & Polo Club

Catering & Events Manager



A Brief History

Established 1887

Dedham Country and Polo Club was created on May 19, 1887 as a merger of two Clubs: one, the Norfolk Country Club (NCC) and the other, the Dedham Polo Club (DPC).

The Club has a first class 18 hole golf course, the only one in Massachusetts designed by Seth Raynor. The 18 holes remain the same to the present day, with some changes to the second and the sixth holes and moving the tee back on eight. Racquet sports is one of the most popular activities at the Club and is recognized as one of the elite programs in the state. The Club is managed by a young and vibrant team who are all highly academically, professionally qualified, and vastly experienced.



Dedham Country & Polo Club Features:

Newly renovated Clubhouse

Historic Seth Raynor 18 Hole Golf Course / Driving Range

8 Clay Tennis Courts: 4 outdoor/4 indoor

4 Paddle Tennis Courts and New Warming Hut

2 Pickleball Courts

Outdoor Swimming Pool and Bath Houses

Ice Skating and Hockey

Trapshooting

Description Summary:

The Catering & Events Manager is responsible for planning and coordinating all Club and private events, both within the Club and across the campus. This role involves hiring, supervising, and managing event staff to ensure seamless execution.

The Manager ensures exceptional service and satisfaction for members and guests, working closely with other Club departments to deliver outstanding experiences and foster member retention.



Core Responsibilities:

- **Member & Staff Coordination:**
 - Meet with members and staff to determine event needs and expectations.
- **Staffing & Service Management:**
 - Schedule and direct staff to ensure adequate coverage and seamless service, including setup and coordination with the kitchen.
- **Menu Development & Event Planning:**
 - Collaborate with the Food & Beverage Director, Executive Chef, and Assistant General Manager to create profitable and appealing event menus.
 - Analyze event requirements and determine the appropriate type of service; create and manage Banquet Event Orders (BEOs) with client approval.
- **Financial Oversight:**
 - Ensure all event-related expenses are accurately recorded, reported, and within budgetary guidelines.
- **Strategic Planning & Goal Setting:**
 - Work with the Food & Beverage Director and Assistant General Manager to set and review goals, including sales forecasts and plans for upcoming events.
- **Event Execution & Coordination:**
 - Oversee the execution of events, coordinating with Assistant Managers, ensuring everything runs smoothly on the day of the event.
- **Exceptional Service Delivery:**
 - Assist team members, members, and guests to ensure exceptional service delivery.
 - Be visible and accessible during peak hours and at Club events, engaging with members & guests.



Additional Accountabilities:

- Due to the fluctuating demands of the Club's operation, it may be necessary that each employee perform a multitude of different functions; therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other Employees are expected to help you. Accordingly, you may be expected to perform other tasks as needed or as directed.
- Adheres to and ensures staff adheres to all of the various company, club and departmental written mandatory standards of operations, policies and procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.
- Responsible for demonstrating good teamwork.
- Professional, impeccable appearance maintained by self and all catering personnel.
- Responsible for maintaining good conduct and safe working habits of self and staff in all areas and assuring others are acting safely.





Reports Directly To: *Director of Food & Beverage*

Candidate Qualifications:

Minimum of 2 years work experience in Food & Beverage or Event Management, with a strong focus on member service and satisfaction. Experience in Private Clubs and with Jonas Point of Sale is preferred. Availability to work nights, weekends, and holidays is required.

Education:

Bachelor's degree from an accredited institution preferred.

Position Start Date:

Immediately

Benefits:

Medical, Dental and Vision Insurance, Education Allowance, Cell Phone Reimbursement, Clothing Allowance, 401(k) Retirement Plan with Club Match, and Flexible Work Hours.

Salary commensurate with experience and industry benchmarks.

Interested Candidates, Please Contact:

Amanda Gallant, Food & Beverage Director
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