



MIRAMONT

Director of Catering
Miramont Country Club
Bryan, Texas

The Club

Miramont Country Club was built by owner and founder Donald A. Adam to fulfill his vision for the Bryan-College Station country club and residential neighborhood of international stature that could become a home away from home and a gathering spot for every occasion.

Since its debut in 2005, the Club has earned a reputation that embodies a first-class, family-focused and refined lifestyle, being named most recently as the eleventh-best clubhouse in the country and the best in Texas by *Club + Resort Business* magazine.

The centerpiece of the Miramont amenity profile is the Robert Trent Jones II-designed golf course featuring an 18-hole championship layout and a 4-hole family course. The 93,000 square-foot Clubhouse is the gateway to casual and formal dining, 15 luxurious rooms to accommodate overnight guests, men's and ladies' locker rooms, the premier tennis venue and resort-style pool.

Miramont embodies southern hospitality and is dedicated to providing impeccable hospitality to its members, residents and guests.



Club Facts and Figures

- Members: 455
- Initiation fee: - Golf: \$50,000
- Employees: 160 to 180
- Member Average Age: 58; Average age of a joining member is 45

Additional Club facts and figures will be shared with candidates selected for interviews.

Club Vision Statement

We create a home-away-from-home by maintaining a culture of integrity, excellence, gratitude and respect.

Club Mission Statement

We are committed to being an extraordinary, family-focused Club that consistently provides genuine hospitality, memorable events and superior facilities.

Club Core Values

These values apply to members, guests and team, preserving Miramont's culture of integrity, excellence, gratitude and mutual respect:

- **Family-focused:** We treat each other, Members and guests as family.
- **Affirmative environment:** We strive to make the answer "YES."
- **Welcoming:** We communicate first, displaying authentic hospitality.
- **Commitment to growth:** We continually evolve ourselves and our Club.
- **Professionalism:** We are professional in everything we do.
- **Ownership:** We take ownership of our actions.
- **Safety:** We are committed to safety.

The Director of Catering Position

The Director of Catering is responsible for the promotion and sales of the Club's facilities for private events, weddings, business and social meetings, as well as all other Member-related events. Is responsible for utilizing professional sales skills to perform internal and external sales calls, generate qualified leads, execute strategic marketing campaigns, and actively participate in networking events to create top of mind awareness within the community and to reach out to new sales prospects both internally and externally.

ESSENTIAL JOB FUNCTIONS

- Promotes, advertises and markets the Club's social event facilities and capabilities to all Members, as well as sponsored guests planning eligible non-member events.
- Helps Member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning.
- Provides guest & member tours and suggestions to sell the Club's facilities for events.
- Works with the Executive Chef and Clubhouse Manager to determine selling prices, menus and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect Member interests.
- Suggests and helps plan event menus with the Executive Chef or other culinary personnel.
- Maintains past and potential client files; schedules calls or visits to assess on-going needs of prospective clients for catering services.
- Develops a successful formation and execution of a strategic catering sales and marketing plan; reviews financial reports and takes corrective action as appropriate to help ensure that sales goals are achieved.
- Solicit, negotiate and book new and repeat catering event business through a variety of proactive outreach efforts, including but not limited to, outside sales calls, community networking, and public relations efforts.
- Maintain active involvement in community and industry organizations; regularly attend and actively participate in networking events.
- Regularly network with members and guests to maximize leads and referrals by being present and visible to membership.
- Helps guests with parking, entertainment, decorations, audio-visual, floral and any other requirements integral to events.
- Critiques functions to determine future needs & implements necessary changes for increased quality.
- Attends Senior Staff and Food/Beverage meetings to review policies and procedures, future business and to continually develop quality and image of banquet and catering functions.
- Tracks new products and trends in food service and catering applicable to the Club.
- Diagrams room layout, placement of banquet items and related function details.
- Meets with other department heads to plan special Member events, golf tournaments, etc.
- Manages banquet billing and client correspondence.
- Updates weekly function information for all affected staff.
- Maintains Jonas software master calendar.
- Inspects all event setup and banquet rooms to ensure they are properly set and ready for upcoming shifts/events according to operating procedures and/or BEO's.
- Organizes and creates "Battle plans" for all Club and non-club events to ensure proper delegation of event responsibilities among staff members.
- In conjunction with the Director of Membership & Communications, develops creative ways of promoting club functions in all outlets.
- Act as day of contact for the host of the event.
- Performs other assignments and projects as required by the Clubhouse Manager.

JOB QUALIFICATIONS

- High school diploma or equivalent.
- College degree or equivalent experience preferred, especially in the area of business and/or hospitality management.
- Minimum of three years hotel/restaurant or private club service experience in a management-related capacity with progressive growth and responsibility in the restaurant/private club field.
- Minimum of three years of related experience in sales & marketing position(s) within top tier hospitality/luxury brands. Professional accreditation and certifications are favorably viewed.
- Great attitude and highly self-motivated.
- Creative and dynamic.
- Impeccable written and verbal communication skills.
- Proven ability to efficiently build and foster a team environment.
- Ability to make decisions in a fast-paced environment with a keen eye for detail.

IMPORTANT INDIVIDUAL CHARACTERISTICS

- A genuine and enthusiastic personality with a passion for the club management profession.
- A natural leadership style which promotes staff and membership engagement.
- Disciplined follow-through to ensure the vision and goals of the Club come to fruition.
- Ability to cultivate a high-level of member services and satisfaction.
- Industry knowledge and creativity to elevate our food & beverage experiences.
- Effective fiscal management through delivery of actual operational and capital results in alignment with approved budgets.
- The desire to maintain high visibility among members and staff.
- Strength in communicating through digital tools, including the website and social media to correspond with the staff and membership.

PHYSICAL REQUIREMENTS

- Required to work irregular and extended hours including weekends and holidays
- Able to lift a minimum of 35 pounds, walk, bend and stoop
- Remain standing and walking for several hours during a work shift

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club.

Salary & Benefits

Salary is commensurate with qualifications, education and experience. The Club offers an excellent benefits package.

Inquiries

Please e-mail your resume with references to: mcglathlin@miramont.cc.