



CATERING ADMINISTRATIVE ASSISTANT

DEPARTMENT: Food & Beverage

EXEMPT / NON-EXEMPT: Non-Exempt

POSITION STATUS: Full Time

SHIFT: 9:00 - 5:30 pm, Tuesday - Saturday; based on
EVENT NEEDS

RESPONSIBILITIES:

Promote the club's dining facilities for private banquets, business and social meetings and other member-related activities by administratively assisting the Director of Catering. Develop contracts for and assists with administrative and operational aspects of preparing events. Work with food & beverage, culinary and other departments to assure that the guests' expectations are exceeded.

QUALIFICATIONS:

Ability to perform multiple tasks and prioritize in an efficient manner while working under pressure and exercising patience. Excellent computer skills in Word and Excel (required) Photoshop (preferred). Ability to communicate in English, both orally and in writing, with members and employees, some of whom will require high levels of patience, tact and diplomacy to defuse anger and collect accurate information and to resolve problems.