



MEDITERRA®

Events and Catering Manager

Who We Are

The Club at Mediterra is a premier, member owned, residential club located in southwest Florida. The 1,700-acre community and Club have earned a reputation and has been acknowledged as one of the finest in the country. The active membership enjoys Club amenities that includes two championship, Tom Fazio designed golf courses, a learning center, a beach club, spa and fitness center, and bocce, tennis and pickleball courts.

Beyond its acclaim for world class golf, the Club has been nationally and globally recognized as a Top 50 Platinum Club of America, a Distinguished Emerald Club and was the first golf club to be named an Audubon International Silver Signature Sanctuary.

Brief Job Description

The Club at Mediterra, a multiple award-winning private club located in Naples, Florida has an opening for an Events and Catering Manager to join our dynamic team.

The candidate will assist the Director of Events & Catering in the planning and execution of all events and caterings. This position will also aid in administrative support in day-to-day operations. Candidate should possess great interpersonal skills, creativity towards event innovation, have a keen eye for details and adapt to changes well. All duties and responsibilities of this position shall be performed at the highest standard with a focus on member and client satisfaction.

An environment of training, mentoring and promotion from within awaits all new teammates of Mediterra. A true culture of hospitality extends to our teammates, members, and guests.

Our Events and Catering Operation

- Events and caterings include social events, holidays, wine dinners, chef's tables, special occasions, weddings, in-home caterings, golf tournaments, tennis and pickleball events, business meetings and much more.
- Each event is unique in its own way and is developed from start to finish by the Events and Catering Department, down to the smallest detail.
- Partnership with the food and beverage, service, and culinary team is of the utmost importance to ensure perfect event execution.
- We plan and host over 1,200 events in the months of October through May.

The Person We Are Looking for Will

- Support Director of Events & Catering with managing all aspects of event and catering related planning, including communication between departments and vendors
- Audit and evaluate function sheets against actual room set up
- Support and assist members and non-members in all arrangements for special event requests
- Create and assure completion of banquet event orders (BEOs)
- Be a point of contact with vendors for delivery/set up and take down of rental items
- Develop room layouts for banquet item placement and related function details
- Assist with setting up events and detailing
- Assist and be present in the greeting and serving of guests
- Act as the liaison between kitchen, service, and management staff
- Perform special projects as assigned by the Director of Events and Catering
- Participate in pre-function meetings to ensure smooth, efficient service

What We Would Like You to Have

- Minimum of 2 years' experience in high-end private club or hospitality industry
- A Bachelor's Degree from a four-year university or college is highly desirable, preferably in Hospitality
- Proficient in the use of Microsoft Office, Outlook, Word, Excel and Publisher
- Excellent interpersonal, verbal and written communication skills; ability to communicate effectively at all levels both internally and externally
- Display the ability to simultaneously manage a high level of detail across multiple projects and or events
- Demonstrate flexibility and quickly adapt to changes while maintaining high levels of productivity and effectiveness under pressure
- Display the desire to be creative and think outside the box
- Able to work well within a team environment
- Able to work flexible hours, including nights, holidays, and weekends
- Must have a valid driver's license
- Must be able to lift and or carry 20 pounds

Our Partnership with You

Salary commensurate with experience; Annual Performance Incentive, Benefits Package includes health, vision, dental insurance, 401(k) matching, Paid Time Off (PTO), Paid Holidays, Short and Long-Term Disability, Voluntary Life Insurance, CMAA benefits and Continued Education assistance

The Club at Mediterra is proud to be the nation's first residential club to earn 2 Star Green Restaurant certification, be designated a Blue Zone employer and one of Southwest Florida's leading companies.

The Club at Mediterra is an Equal Opportunity Employer and a Drug-Free Workplace. This organization participates in E-Verify.

This position is available immediately.

Please send resumes to:

Carcy Larrabee
Director of Events and Catering
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