

Candidate Profile

Director of Catering
Tampa Yacht and Country Club
Tampa, FL
www.tampayacht.com



Organization Overview

Founded in 1904, Tampa Yacht and Country Club has 1,460 members and is very family oriented. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premier yacht clubs and has enjoyed the prestigious Platinum Clubs of America status since 2003 and Platinum Clubs of the World since 2020. The Club's membership is comprised of Tampa's social and business leaders. Club facilities include a 24,000-square-foot clubhouse with formal and informal dining rooms, a member lounge, an elegant ballroom, and three private party rooms. Adjacent to the Clubhouse is the poolside Pavilion and outdoor bar, an Olympic swimming pool, tennis courts, a pro shop, fitness/aerobics center, and locker rooms. In addition to the Clubhouse, there is also an Equestrian Center and a 90-slip marina. The Club sits on Hillsborough Bay, offering exceptional views. Historically, the Club is known among the area's clubs, high-end restaurants and resorts for its exceptional food and service. Annual Food and Beverage revenues are \$5.2 million with \$1.8 million in private events.

MISSION

The mission of the Tampa Yacht & Country Club is to further the tradition of providing exceptional boating, recreational, dining, and social experiences befitting our members and their families.

VISION

Built on a foundation of integrity, civility, and camaraderie, the Tampa Yacht and Country Club will continue being the premier private club for generations of families in Tampa Bay area, combining the uniqueness of our waterfront property and long-standing place in Tampa's history with members of good moral character, first-class facilities, and extraordinary employees. The Tampa Yacht & Country Club exists for, and is dedicated to, the recreation, relaxation, and enjoyment of its members, their families, and guests.

Position Overview

Tampa Yacht and Country Club is seeking an experienced Director of Catering who will manage all aspects of catering and special events including sales, planning, and execution of member and non-member events. This position works in conjunction with the Banquet Manager, Dining Room Manager, and Executive Chef and reports to the Director of Food and Beverage. In addition, two Catering Coordinators report to this position.

Responsibilities and Essential Functions

- Meets and plans all future catering events with members and guests, including social and corporate events, while effectively communicating all information to operational staff for proficient execution of each event. Ensures that all events should be planned from start to finish in a uniform manner.

- Provides tours of the facilities and discuss booking logistics, room options, and menus with members and potential guests.
- Meets weekly with the Food and Beverage department to review upcoming events and parties (BEO-Banquet Event Orders) meetings; informs all necessary departments of any updates or changes.
- Prepares in advance and distributes all banquet event order specifications and validates that all contractual obligations are being fulfilled before the event.
- Communicates any cancellations of events, new events, and last-minute changes to events with the Food and Beverage team.
- Coordinates with the Executive Chef, Sous Chef, and Banquet Manager for regular revisions and updates of the catering menu, reflecting culinary trends and member/guest needs.
- Develops and implements a catering marketing plan with the assistance of the Director of Food and Beverage, Director of Club Operations, Director of Finance, and General Manager to ensure maximum revenue potential is being reached and all avenues are exposed for future business.
- Maintains an accurate filing system for all future and past catering accounts.
- Preserves and blocks requested catering space in the master calendar and the catering system while following proper and accurate booking procedures.
- Implements policies and procedures for further improvement of the Catering and Food and Beverage departments; operates within all guidelines, policies, standards, and constraints as established by the company.
- Shows presence for catering events to ensure that the service staff provides immediate and proper attention to the demands of each catering contract and member request.
- Attends the weekly Food and Beverage staff meetings and effectively communicates upcoming catering activity while contributing suggestions and concerns that influence the entire Club.
- Ensures management awareness of all guest related problems.
- Creates and maintains a good relationship with all staff members and managers by creating an atmosphere of friendly cooperation.
- Provides outstanding service to our members and their guests in a professional and courteous manner.
- Promotes the Club to the membership for catering events.
- Completes the necessary floorplans, seating assignments, and timelines needed.
- Completes and mails, emails, or faxes all contracts and requested information to prospective clients in a timely manner.
- Orders all items or services requested by the event, such as entertainment, linens, security, etc.
- Associates holding this position will be required to perform other job-related duties as requested.
- Meets with vendors and negotiates pricing to adhere to the budget.

Requirements

- Possesses sound organizational and verbal skills.
- Is proficient in interpersonal relations and skillful listening techniques understanding the member's wants and needs.
- Proficient in the Social Tables and Clubessential Powered by Reserve Interactive software is a plus.
- Impeccable and verifiable references are required.
- Demonstrates strong verbal and written communication skills.
- Strong leadership and motivating skills including the ability to build strong relationships with members and staff, initiative, teambuilding, customer service, planning and organization, creativity, and innovation.
- Skilled in marketing and merchandising procedures; working knowledge of industry standards; organizational and time management skills combined with a high level of initiative.
- Good business and commercial acumen.
- Stamina and the ability to work under stress, good at thinking quickly and sorting out problems on the spot, and the ability to stay calm in a crisis.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Financial, budgeting, and stock-taking skills.

- Knowledge of food, food hygiene (including HACCP) and food preparation.
- To perform this job successfully, an individual should have knowledge of database software; internet software; inventory software; order processing systems; payroll systems; spreadsheet software, and Word processing software.

Competitive Compensation and Benefits

The Club offers an attractive and competitive compensation and benefits package to include:

- Base salary and performance bonus potential.
- Standard club executive benefits include health and dental insurance, vacation, and 401(k) Plan.
- Association of Club Catering Professionals dues and continuing education package is included.

Professionals who meet or exceed the established criteria are encouraged to send a resume and cover letter to GSI Executive Search:

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GSI Executive Search has been serving the private club industry for over twenty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.