



LAUDERDALE YACHT CLUB

Director of Catering

Founded in 1938, Lauderdale Yacht Club (LYC) is a well-established Member-owned and family-focused private Club in Fort Lauderdale, Florida. Nestled between a quiet residential community and the serene, beautiful Intracoastal, you will find a Club rich in tradition, with exceptional facilities and service. The Club has been involved in all aspects of sailing, yachting, and boating but has expanded into a full-service Club. Services includes fine dining, social activities, and a booming tennis program. Lauderdale Yacht Club will continue to grow and prosper with its interesting history, rich tradition, modern flair, and above all, its loyal Members. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premiere yacht clubs and has enjoyed the prestigious "Platinum Clubs of America" status since 2018. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, Olympic sized Swimming Pool, five Har-tru Tennis Courts, Fitness Center, and Locker Rooms. Annual gross revenues are \$8.2 Million with food and beverage revenues of \$3.9 Million.

Mission Statement

Lauderdale Yacht Club is a premier private yacht club, providing a family friendly experience for its members and guests while promoting sailing and seamanship.

Position Summary

LYC is seeking an experienced Director of Catering (DOC) who will be responsible for managing day to day catering services including but not limited to promoting the Club's facilities for private functions, banquets, business and social meetings, club sponsored events and other Member related activities. The Director of Catering is responsible for all aspects of booking Member functions including pre-planning meetings, BEO creation, marketing and communications, event execution with the banquet staff, billing and follow up. The DOC works in conjunction with the Catering Manager, Executive Chef, Executive Sous Chef, Sous Chef, and reports directly to the General Manager. The Catering Manager reports to the DOC.

Essential Duties and Responsibilities:

Member Experience

- Acts as an ambassador to establish and maintain active and positive involvement with Members to promote, advertise, and market the Club's facilities to all.
- Helps Members plan special events including weddings, luncheons, and meetings. Responsibilities include menu planning, entertainment, theme, decorations, and other aspects which best meet their needs and exceed their expectations.
- Coordinates and plans private event and club functions including luncheons, meetings, dances, sporting events, holiday events, and other club social events.
- Utilizes unusual or creative ideas around a function's theme and develops creative approaches to problem solving.
- Handles daily inquiries regarding room availability, bookings and Club functions.
- Uses negotiating skills and creative selling abilities to finalize contracts.
- Meets with vendors and negotiates pricing to adhere to the budget.
- Completes and mails, emails or faxes all contracts and requested information to prospective clients in a timely manner.
- Assesses Members' or Guests' needs and evaluate the satisfaction following their event.

- Consistently delivers high-quality food and beverage product and premiere service to all.
- Critiques functions to determine future needs and to implement change for improvement.
- Works closely with the General Manager, Executive Chef, Clubhouse Manager and Food and Beverage Manager on financial and operational priorities and budgets.
- Plan and develops special events with emphasis on generating revenue.
- Works with the General Manager, Executive Chef, and Clubhouse Manager, on menu planning, pricing, and other details for private and other club events.
- Meets weekly with the food and beverage department to review upcoming functions, prepares Banquet Event Orders (BEO), and informs all of updates or changes.
- Prepares and distributes all banquet order specifications and verifies all contractual obligations are being met prior to the event.
- Coordinates with Executive Chef, General Manager, and Clubhouse Manager to update catering menus regularly, reflecting culinary trends and Member/Guest needs.
- Maintains master calendar of events.
- Completes the necessary floorplans, seating arrangements and timelines needed.
- Inspects final room setup/breakdown and present to oversee the greeting and service.
- Participates in Entertainment, Ensigns, Social, and Events Committees.
- Consistently delivers our Members “Home Away from Home” premiere experience.

Processes & Procedures:

- Implements policies and procedures to improve catering and F&B departments.
- Operates within all guidelines, policies, standards, and constraints as established by the Club.
- Provides outstanding service to Members and Guests in a professional and courteous manner.
- Ensures department achieves established performance standards according to Club policies and procedures including consistently delivering great food, served professionally in a clean, safe and welcoming atmosphere.
- Maintains and monitors financial reports and implement actions as necessary to assure budgeted goals are met.
- Assures standard operation procedures for revenue and cost control are in place and properly utilized.
- DOC will be required to perform other job-related duties as assigned by the General Manager.

Required Qualifications:

- Member focused.
- Strong interpersonal skills and ability to listen and interpret Members’ wants and needs.
- Leader capable of managing a professional team.
- Maintains professional and positive attitude with staff.
- Initiative in improving efficiency of the operation.
- Results and goal oriented.
- Knowledgeable in food and beverage and Club industry.
- Energetic with drive and ambition.
- Creative and innovative.
- Organized and detail oriented.
- Excellent verbal and written communication skills.
- Knowledge of overall club policies and procedures.
- The DOC is required to work a varying schedule based on the Clubs’ needs. This schedule includes nights, weekends and holidays.

Experience and Education:

- Bachelor's Degree in Hospitality Management or related area preferred.
- Five years of catering management and sales experience at an upscale club or hotel.
- Florida Food Manager Certified and Safe Serve Alcohol Compliance Certification.
- Experience with NorthStar POS System preferred.
- Proficient with Word, Excel, and Power Point.
- Have valid CPR Certification or will obtain within six months of employment.

Lauderdale Yacht Club offers an attractive and competitive compensation and benefits package including medical, dental, vision and paid life insurance, PTO, 401k Plan with match, and supports professional education. Lauderdale Yacht Club is a Drug Free Workplace. Background Screening and Drug Testing is required. Interested professionals who meet or exceed the established criteria are encouraged to submit a **Resume and Cover Letter** to:

Dawn Dierkes, SPHR, SHRM-SCP
HR Director
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