**Assistant Director of Catering:**

The club is looking for someone to help supervise the daily operations of our catering and banquet operations at the club. This position is a great position for someone looking to make the next step in the catering business. We are looking for someone that has attention to detail, that is creative and can come up with new events while leading the banquet team. We are looking for someone to help maintain our banquet standards and ensure all BEO’s are executed as stated.

The Carriage Club hosts anywhere from ten to twenty weddings a year. Other events throughout the year include business meetings, bridal showers, luncheons, dinners, holiday parties and club events. We are a very social club and we are looking to add more club events in the near future!

The Carriage Club Main Clubhouse was originally home to the Mission Hills Country Club in 1915 - back when one could drink in Missouri, but not quite as easily in Kansas. Lewis E. Kitchen, realtor and businessman, purchased Mission Hills Country Club’s Missouri property on January 11, 1955. The Carriage Club, Inc. was established in July of 1956.

The Club is a member-owned private club located in the heart of Kansas City, near the Country Club Plaza. The Club’s amenities include tennis with a state-of-the-art tennis pavilion currently under construction and 10 courts including two clay courts along with 2 platform tennis courts, a very active fitness facility, three swimming pools including a competition sized pool with diving well, ice rink, and a sport court. Annual food and beverage revenues total $1.9 million and consist of a la carte dining, private member parties, and Club-hosted events.

**Duties Include:**

* Help decide the annual social calendar for the club.
* Help plan and execute all club events throughout the year.
* Maintain all banquet standards.
* Ensure all BEO’s are executed as stated.
* Lead the staff to success with setting up, executing day to day banquet operations, resetting banquets.
* Oversee banquet bar and club event set ups and tear downs.
* Manage room setup and breakdown following a la carte service, banquet or club event(s)
* Help management with training and implementing new service standards within the banquet tea.
* Act as a liaison to the Director of Catering and host during all events.
* Ensure information pertaining to banquet or club events is tracked for proper billing.
* Other duties assigned by management.

**Compensation:**

Base Salary: $50,000.00-$60,000.00

Bonus: $5,000.00 Annually depending on goals provided annually

Insurance: You will be entitled to participate in the group health insurance program after 90 days of employment.

PTO: 1 Week PTO in your first year and subject to the PTO Schedule

Meals: You will be provided meals during your working day

Uniform: $500 a year in clothing allowance

Education: yearly membership to one organization, one conference yearly

Cell Phone: $50 a month allowance

Contact Courtland Gerhart, Clubhouse Manager, at Courtland@thecarriageclub.com if interested in applying.