



JOB DESCRIPTION

Position Title: Event Coordinator

Date of Notice: 8/31/22

Job Location: Colwood Golf Center

Start Date: ASAP

Reports to: Operations Manager

Position Summary:

This position is responsible for providing excellent service and a professional environment in the planning and execution of banquet events.

Essential Duties and Responsibilities:

- Meet with Operations Manager and/or Event Sales Manager regularly to discuss all upcoming event details. Ensure that all employees, especially customer contact personnel, fully understand all pertinent details in order to maximize customer satisfaction.
- Conduct tours and walkthroughs as needed for guests. Interact with guests in a congenial and professional manner to provide information regarding facility products, services, amenities, activities, policies, etc.
- Possess basic knowledge of bar products (liquors, wines & beer) and the ability to perform basic bartending duties.
- Be fully knowledgeable of catering and bar menus, golf operations and amenities in order to generate additional revenue through up-selling prior to and/or during events. Assist customers with vendor suggestions from our preferred vendor list.
- When necessary, meet with clients to discuss event details prior to events (i.e. room layouts, table configuration, arrival times, etc.).
- Make sure that set-up and tear down of all banquet events is according to the BEO (Banquet Event Order).
- Set tables and chairs according to standards.
- When applicable, have open communication with our chef or an outside caterer in regards to timing or if any changes need to be made.
- Proper handling of all food and beverage products, including bartending.
- Operate the point of sale system with accuracy to ensure proper sales are captured throughout event (i.e. bar sales, final event ring-up, etc.).
- Have a friendly and professional attitude when interacting with clients and their guests.
- Uphold a positive work environment with managers and fellow employees.
- Arrive to work in professional work attire and ready to begin scheduled shift on time.
- Make sure that all equipment and banquet supplies are returned cleaned and in their proper place.
- Maintain the cleanliness and appearance of the facility before, during, and after events – including banquet rooms, bar areas, restrooms, etc.
- Lock and alarm the facility at the conclusion of events.
- Attend Staff Meetings and Training Seminars.
- Comply with the safety regulations set forth by the property.

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- Adhere to all company policies.

Qualifications:

- Most importantly must have a positive attitude and work well with others.
- Must be able to move at least 40 pounds, and stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Must be able to provide proof of legal residency.
- Must be able to read, write and speak English.
- Must have 2 years of Banquet Server experience. Prior management experience is preferred.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Have a current OLCC servers permit and food handlers card (or have the ability to obtain).

Classification:

Full-Time, Non-Seasonal, Hourly, Non-Exempt

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