



THE COUNTRY CLUB

JOHANNESBURG

Job Advert: Functions & Golf Coordinator

Qualifications:

Grade 12 or equivalent
Tertiary qualification in Hospitality - preferred
Jonas operating system knowledge – an advantage

Minimum / Previous experience:

At least 3 years function coordinating experience.

Personal attributes & Skills:

Excellent interpersonal skills, customer service skills, vast knowledge of food and catering background/understanding, strong communication skills (written and verbal), attention to detail, ability to follow projects through to completion, excellent organizational skills, problem-solving skills, the ability to work under pressure and meet deadlines, sales and negotiation skills, computer literate, available to work on weekends, valid driver's license and own transport, creativity is an advantage.

Primary Purpose:

To effectively coordinate the requirements of the client to ensure the successful execution of the function and golf days.

Key Responsibilities:

- The co-ordination of function bookings from inception to conception. These constitute Golf days, Conferences, Dinners, Product Launches, Lunches, Meetings, Children's Parties etc.;
- Recording of booking details accurately from organizers/members for functions, recording it onto a function sheet, diarising and then to hand to Functions Secretary for confirmation;
- Setting up of appointments with organizers to discuss in detail procedures and facilities available and ensuring that there is full disclosure of such;
- To show clients various facilities available and to advise and discuss each room;
- To advise, discuss choice of menus provided as well as alcoholic/non-alcoholic requirements and also to make organizer aware of the various rules of the Club;
- To discuss the entertainment, flowers, linen and other décor or requirements;
- Confirming all final details including numbers with organizer well in advance of the function;
- Meet and greet on the morning of each new function;
- To monitor and control provisional bookings;
- Responsible for all typing up of all data gathered for distribution on a weekly basis – Function sheets;
- Assist in setting up the annual budget to ensure accurate forecasting and meeting of said budget;
- Responsible for monthly forecasting of turnover received pertaining to functions;
- Attend meetings where necessary;
- To ensure that there is a constant awareness of the competition's prices, menus etc. and to action these;
- To liaise with project Manager/Duty manager and executive chef on updating function menus and to initiate any changes or requests;
- Attend weekly food and beverage meetings;
- To attend weekly Head of department meetings;
- Responsible for the preparation of all function sheets to inform all departments of the weekly functions;
- Liaising with the club's operating staff i.e.: function requirements, changes or additional requirements
- Ensure that all functions are detailed, distributes and changes are made timeously on a daily basis ensuring that all functions are detailed according to organizers specifications;

- Able to take and write up meeting minutes;
- Complete additional administrative tasks as allocated by Management;
- Relieves Wedding Coordinator as and when necessary;
- Liaise with the golf department re: golf day set-ups and break downs as well as competition formats etc.

Property:

Woodmead