

# Donalda Club



## EXTERNAL POSTING

### CAREER OPPORTUNITY

#### EVENT SPECIALIST – PERMANENT FULL TIME

Donalda Golf & Country Club, founded in 1960, is a prestigious year round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC.

Our caring and attentive staff members are focused on providing authentic hospitality and meaningful experiences to each and every member and guest. Our Club is a place where high expectations aren't just met they are exceeded by making our members and guests feel special.

We are seeking a dedicated, member service oriented professional to join our **Food and Beverage team as an Event Specialist**. This is a permanent **full time salaried position with benefits** which includes evenings and weekends and holidays as required.

If you are passionate about hospitality and take pride in offering exceptional service, we would love to have you be a part of the Donalda team! Our staff members continue to aim higher and show they care about our members, guests and each other to ensure we achieve our goal of creating unforgettable service experiences.

Whether you are looking for career opportunities, job enrichment or a supportive work environment; and if you are ready for this challenge, then we are ready for you.

Please "Apply Online" and tell us how you can contribute to our team's success.

#### POSITION SUMMARY:

Reporting to the Food & Beverage Director, the Event Specialist will work along side the Catering Coordinator to plan, organize and execute events. The Event Specialist primary responsibility will be to realize our optimum potential of our banquet facility which includes, sales, marketing and booking banquet functions. In addition the Event Specialist will promote the Club's facilities to potential events. In addition, the incumbent will be responsible for drafting contracts for all administrative and operational aspects of the events. The Event Specialist will be working with Food & Beverage and other departments to ensure that the guest's expectations are exceeded. The incumbent is expected to have strong organizational skills, attention to detail and be able to meet deadlines on a continuing basis.

#### DUTIES & RESPONSIBILITIES:

- Develop and implement an on-going sales campaign towards private events

- Creates a marketing plan for the catering department
- Explores and contacts potential new sales sources, as permitted by the clubs bylaws
- Plans events, including menus, entertainment, themes, decorations
- Acts as primary contact during special events
- Work alongside with the F&B Director, Executive Chef and other members of the management team
- Maintains up to date wedding, meeting and events packages
- Follows up with all events to express our appreciation
- Track new trends in food service and catering applicable to the club
- Assists the F&B Director with special projects as assigned
- Ability to be able to work a variety of shifts including days, evenings and weekends as required

### **JOB SPECIFICATIONS/ QUALIFICATION REQUIRED:**

- Completion of High School Education (Grade 12) is required
- Degree or Certificate at a Post Secondary institution in F&B Management is required
- Minimum 5 years of experience in the Catering/Food and Beverage industry is required
- 2 years in a Hotel or Private Club Catering/Food & Beverage position is required
- Computer skills: Highly proficient in Microsoft Office (Word, Excel and Outlook) and the use of the internet
- Minimum typing speed: 45 WPM
- Proficiency in JONAS program banquet module is considered an asset
- Ability to comprehend departmental accounting and budgetary processes, prepare, analyze and summarize event orders
- Fluent in English (oral and written)
- Must be able to work under pressure and under strict time constraints
- Well groomed; team oriented and professional at all times; must follow the Professional Grooming policy in all respects as this is a high profile position dealing with members/guests.

### **CONTRACT TERMS**

- Benefits: Medical and Pension
- Salaried
- Complimentary duty meals
- Complimentary parking

Those individuals, who are interested in applying, please complete the Online Application form on our website at [www.donaldclub.ca](http://www.donaldclub.ca). Please do not send resumes without applying on our website.

No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

**Applicants who do not already have legal permission to work in Canada will not be considered.**

*Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process*

