



Abenaqui Country Club
Catering Manager

Abenaqui Country Club, located on the beautiful New Hampshire seacoast, was established in 1903 and offers a private facility rich in tradition and unsurpassed elegance. The club is available to members and their guests for golf, tennis and social activities. Our facilities include a world-class 6,697-yard (par-72) golf course, four Har-tru tennis courts, and a magnificent clubhouse with simply elegant dining facilities. Abenaqui Country Club is a community that cultivates a unique sense of belonging for members and their guests while continually striving to provide excellence in golf, tennis, dining and social activities.

The ideal candidate will have at least three years management experience, and prior fine dining and banquet experience, preferably in a club setting. We are looking for a candidate who has a strong passion for the service industry with excellent experiences in banquet operations and communications yet is open to growth and development and works well with others in a team environment. This position will report to the Food and Beverage Manager. A degree in hospitality is preferred, but not necessary. Experience with Jonas POS and Microsoft Publisher considered a plus.

Some of the responsibilities include:

- Arranges member and non-member banquets, luncheons, meetings, weddings, dances and other social events
- Works with the executive chef to determine selling prices, menus and other details for catered events
- Suggests and helps guests plan menus in conjunction with the executive chef or other culinary personnel.
- Checks function sheets against actual room setup
- Schedules calls or visits to assess on-going needs of prospective clients for catering services.
- Develop catering budgets
- Assists guests with entertainment, decorations, audio-visual, floral and any other requirements integral to events being planned
- Assumes responsibility of manger on duty when necessary.
- Diagrams room layout, banquet item placement and related functions details.
- Manages banquet billing and client correspondence
- Updates weekly function information for all pertinent staff
- Maintains club's master calendar and function book

Salary is commensurate with experience and qualifications. We offer medical, vacation, and paid time off as well as matching 401k after the first year of service. Life Insurance, long and short term disability is also available.

Position is available immediately

Please send all resumes to:

Lee Pavlas
General Manager
Abenaqui Country Club
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