



Catering Manager Position

Skokie Country Club

Glencoe, Illinois



From the moment you enter the clubhouse, you get a sense of the rich history and warmth of Skokie Country Club. The club was established in 1897 by a group of Chicago businessmen for the purpose of enjoying the game of golf. Today, the club's primary objective is to be a family-oriented social and recreational club that offers world class facilities and services.

Skokie Country Club's Donald Ross Style golf course is one of the best on the North Shore and is nestled up to a scenic forest preserve. The club is proud to have hosted some of the greatest names in the game of golf along with the 1922 U.S. Open (called the National Open at the time) and the 2010 & 2017 Western Amateur.

The racquets program at Skokie Country Club is very popular and continues to grow. The club has six outdoor Har-Tru tennis courts and six paddle tennis courts. The \$1.5 Million dollar paddle facility was nicknamed "the Taj Mahut" by the Chicago Tribune. There are currently over 300 men and women participating in the paddle program.

In 2016, the club opened a new \$5.5M pool facility. The new facility was a hit with the membership and experienced record crowds throughout the season. Food and beverage sales at the new Poolside Café cleared \$183,000 (nearly double the previous average).



The food and beverage operation at the club is among the finest in the area. The club's food and beverage program is made distinctive through the use of three organic gardens, honey bees and a dry aging room. The club is also in the process of certifying the eggs from its different varieties of hens. The long tenured service staff cultivates a family oriented atmosphere that is highly cherished by the membership.

The club has undergone extensive renovations and expansions to the original 1910 building over the past 15 years.

Club Facts

- There are presently 698 total members (300 Regular Golf Memberships) and a wait list for Golf Privileges
- The club is owned by the regular members and governed by an elected board of directors
- The club follows the traditional GM/COO operational model
- 55,000 square foot clubhouse
- F&B sales are approximately \$3.95M with a la carte making up 78% of the business and banquets the remaining 22%
- Approximately 180 employees in peak season
- Club amenities include Dining, Golf, Tennis, Paddle Tennis, Swimming & Junior Sports Camps

Catering Manager Position

The Catering Manager is directly responsible for the day to day planning, supervision, and execution of all member & club events.

Primary Responsibilities

- Consistently strive for improving the member & guest experience at Skokie (We generally say yes, then figure out a way to do it!)
- Greet all Skokie members by name and engage with them in a genuinely pleasant manner
- Meet with members and work with them on their event from start to finish while making sure all details are in order
- Create event orders, rooms diagrams, and post updates
- Relay necessary information to other departments regarding event setup and execution needs (housekeeping, maintenance, service staff, kitchen staff, etc.)
- Assist with scheduling of service staff and find temporary staff for events when needed
- Conduct pre-shift meetings with service staff. Relay information, policy changes and event details
- Train and oversee staff to ensure service metrics are being met
- Receive and resolve member complaints in a constructive manner
- Serve as liaison between the FOH staff, BOH staff and Management
- Make suggestions about improvements in service procedures and policies
- Assist with overseeing a la carte dining when necessary

- Assist in development and implementation of marketing campaigns to increase member satisfaction and engagement
- Promote the club social events calendar to all members
- Assist with developing catering sales budgets & review actual financials monthly with AGM

Performance Metrics

- Membership Satisfaction
- F&B operations financial performance
- Employee performance evaluations and satisfaction



Main Dining Room



Organizational Structure

Skokie Country Club operates under the General Manager/COO organizational structure. The Catering Manager reports directly to the Assistant General Manager.

Direct Reports to the Catering Manager:

- Clubhouse Service Staff
- Bartending Staff
- Temporary Event Staff



Outdoor Courtyard Events

Candidate Qualifications

- Fundamental understanding of what constitutes a “premier club experience”, and the ability to execute to that level.
- Friendly, outgoing personality with a sense of humor and positive attitude. Is personable with the members while maintaining a respectful professionalism.
- Strong technology skills are essential. Including knowledge of the Microsoft Office Suite. Candidate must be capable and comfortable with technology and incorporates its use in his/her everyday role. Additional knowledge of social media marketing/branding is ideal.
- A genuine service heart where pleasing others is fulfilling.

Education

- A Bachelor’s Degree from a four-year university or college is highly desirable, preferably in Hospitality or Business Management
- In lieu of the degree, private club or hospitality experience may be considered.

Other Traits, Skills & Competencies

- Strong attention to details- from training staff on proper serving techniques, straightening pictures on the wall, catching grammatical errors, etc.; as well as understanding the big picture.
- Creative thinker and problem solver

Miscellaneous

- A person who is committed to professional growth and development for him/herself.
- A person of integrity and dedication consistent with Skokie Country Club values.
- Ability to speak and understand Spanish is a bonus.



Golf Course Wedding Ceremonies



Private Event Spaces



Club Events

Learn More

For more information, or to apply for the position please submit your resume along with a cover letter detailing your interest as well as your alignment with the above noted qualifications and expectations to:

Derek Sidley

Assistant General Manager

Skokie Country Club

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