



Front-of-the-House Manager/Event Coordinator Job Summary

Spirit Hollow Golf Course is currently seeking an experienced manager to organize the service staff, perform event coordinator responsibilities, manage events, the service of The Claret Jug dining room, and service staff at Lambo's restaurant. Our events mainly occur on site and the Event Coordinator will have the responsibility of managing all events for the organization. The Event Coordinator oversees all aspects of event planning and management, including internal and external events.

A successful candidate will be knowledgeable of food & beverage menus, beverage recipes, and service techniques. A candidate must be extremely organized and be able to manage the logistics of multiple events simultaneously. Responsibilities for the Event Coordinator include meeting with clients to work out event details, plan with the client, scout and book events, food & beverage, entertainment, staffing and cleanup. The Event Coordinator also creates event proposals and presents proposals to prospective clients.

As a Front of the House Manager a successful candidate will be knowledgeable on proper table service technics, bar service, and overall guest hospitality. Responsibilities for the FOH Manager would be scheduling and staffing appropriate levels for breakfast, lunch, dinner, and event service. Additional responsibilities would include overall cleanliness, training, and team building methods.

If you have the right qualifications, submit your resume to Scott Glendening – scott@spirithollow.com.