



WAYNESBOROUGH

COUNTRY CLUB

DIRECTOR OF CATERING

Waynesborough Country Club, located in Paoli, PA, is seeking an energetic and detail-oriented professional with a proven track record in event planning, member engagement, and high-quality catering operations to join the team as its Director of Catering. Working closely with the Club's General Manager and Food & Beverage team, the Director of Catering will focus on curating exceptional events, ensuring seamless execution, and enhancing the overall member experience through meticulous planning and personalized service.

The successful candidate will play a key role in developing and managing the Club's event calendar, fostering relationships with members and clients, and leading the catering team to deliver outstanding results. This leadership position is ideal for a motivated individual with a passion for hospitality, a talent for building relationships, and a drive to elevate the Club's catering program to new heights.

ABOUT WAYNESBOROUGH COUNTRY CLUB

Established in 1965, Waynesborough Country Club (WCC) is situated on 200 picturesque acres in the heart of Chester County, Pennsylvania. The highlight of Waynesborough is its renowned 18-hole championship golf course, designed by George Fazio and extensively renovated in 2022 by Andrew Green.

The classic Chester County farmhouse-inspired clubhouse, which underwent a comprehensive renovation in December 2019, features various dining options. These include The Pub, offering casual fare, The Fireplace Lounge with stunning views of the 10th fairway and 18th green. The bar and lounge are known to attract members for informal social gatherings and club events with a panoramic view of the golf course. In addition, the clubhouse is well-equipped to host a range of small- and large-scale events.

Waynesborough offers exceptional amenities, including a two-story Tennis Pavilion that accommodates a fully equipped Tennis Shop, 10 Har-Tru tennis courts, two hard courts, six paddle courts, and paddle pavilion. The Club is currently undergoing a racquets expansion project to improve the current paddle pavilion and add five new pickleball courts to the campus. In addition, the swimming complex underwent complete renovation in 2020. It features three separate pool areas and poolside bar and grille.

Waynesborough's mission is to create a gathering place for families to forge lasting relationships and traditions through recreation and relaxation, while providing exceptional services, facilities and activities that are responsive to membership. Waynesborough has invested close to \$18 million dollars in campus improvements over the past five years and



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currently enjoys a 1% attrition rate and is well positioned to be the premier family country club of choice in the Main Line area for years to come.

WAYNESBOROUGH COUNTRY CLUB BY THE NUMBERS:

- Approximately \$7.2M annual dues volume
- Approximately \$3.1M F&B volume
- \$65,000 initiation fee
- Approximately \$6M gross payroll
- 170 Employees (FTE) in-season; 90 employees in off-season
- Approximately 25,500 rounds of golf per year

POSITION OVERVIEW

Event Planning & Coordination:

- Develop, plan, and execute all member and private events, ensuring alignment with the club's standards of excellence.
- Collaborate with members, clients, and departments to create customized event experiences.
- Oversee event logistics, including room layouts, menus, décor, and timelines.

Member Engagement & Service Excellence:

- Build strong relationships with members and clients to understand and anticipate their needs.
- Serve as the primary point of contact for all catering inquiries and ensure a seamless communication process.
- Uphold and promote exceptional service standards for all catered events.

Leadership & Team Management:

- Supervise, train, and mentor the catering and banquet staff, ensuring efficient and professional service delivery.
- Develop staffing schedules to meet event demands while optimizing labor costs.
- Foster a positive, team-oriented work environment that supports professional growth.

Sales & Budget Management:

- Develop and execute a strategic catering sales plan to drive revenue and meet financial goals.
- Prepare event proposals and contracts, ensuring accuracy and profitability.
- Monitor and manage event budgets, ensuring cost control and revenue maximization.

Collaboration & Communication:

- Work closely with the culinary team to create innovative and appealing menus.
- Coordinate with other departments (e.g., Food & Beverage, Maintenance, Housekeeping) to ensure event success.
- Participate in leadership meetings and contribute to the club's strategic planning initiatives.

Administrative Duties:



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- Maintain detailed records of all catering events, including contracts, invoices, and member feedback.
- Regularly evaluate and improve processes to enhance efficiency and member satisfaction.
- Ensure compliance with health, safety, and liquor licensing regulations.

Marketing & Member Engagement:

- Promote catering services to members and potential clients through targeted marketing initiatives.
- Collaborate with the communications team to create and distribute promotional materials for events and catering services.

CANDIDATE QUALIFICATIONS

- Minimum of 4 years in catering or event planning, with at least 1-3 years in a managerial role overseeing teams and operations
- A collaborative team leader with success in developing strong teams and who can foster relationships with members, employees, and guests.
- Strong interpersonal skills and can effectively work as a leader and team member while communicating effectively both orally and in writing.
- Strong history of success and keen understanding of quality catering operations, including revenue growth, training, innovation and creativity, and strong service culture development.
- Possesses an understanding of analyzing the Club's balance sheet and operating budget/profit and loss reports.
- Technologically proficient with a thorough understanding of best practices in the use of technology to improve 'high touch' service delivery to members and to more effectively manage and lead operations.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred with a focus on Hospitality Management.
- In lieu of the degree, substantial private club or hospitality experience will be considered.



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SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership. Salary Range: \$100,00-\$110,000.

INSTRUCTION TO APPLY

Please submit your cover letter and resume to General Manager/Chief Operating Officer, Kimberly Brady, via email at kbrady@wcc1965.org. Please reference Director of Catering in the subject line.