

The mission of St. Francis Yacht Club is to serve as the inspirational center of boating activities regionally, and a leader of yachting internationally. We honor camaraderie, sportsmanship, tradition and the maritime heritage of San Francisco in a premier yachting environment.

Club Overview

Founded in 1927, St. Francis Yacht Club is steeped in over 90 years of yachting traditions. From the beginning, St. Francis Yacht Club's membership has included many of the Bay Area's most prominent citizens and greatest sailors. The Club's annual regatta schedule is one of the most active in the world. Both physically beautiful and naturally demanding, the Bay provides a racer with the ultimate in wind, current and weather conditions for truly competitive, exciting sailing.

Adjacent to the Marina District in San Francisco, the clubhouse provides a boating and social venue for members and their guests, featuring deep-water guest docks, outstanding dining amenities and incredible vistas of the Golden Gate Bridge and San Francisco Bay. The Club boasts a professional staff, excellent dining rooms, inviting bars and spectacular private party facilities, not to mention extensive experience in accommodating regattas of all kinds and sizes.

In addition to the city-based clubhouse, Tinsley Island is our private slice of paradise, located 60 miles up the Delta from St. Francis Yacht Club. This 40-acre oasis is accessed by a Club-owned launch or private boat and offers a year-round getaway for our members, featuring dockage and houseboats, on-island lodging and kitchen facilities, a swimming pool, small boat fleet for member use and a variety of other diversions in a rustic, relaxing setting.

Position: Catering and Events Manager

Department: Catering and Events

Reports to: Director of Catering and Events

Type: Full Time, Exempt

Pay: \$90,000 plus with bonus and benefits

Job Summary

The Catering and Events Manager is responsible for the planning, organization, and execution of club functions and catering services in a manner that reflects the traditions, standards, and culture of the Club. This position works closely with members to ensure their expectations are understood and fulfilled with the highest level of professionalism, discretion, and attention to detail. The Catering and Events Manager collaborates with culinary, food and beverage, and supports teams, as well as approved vendors, to ensure the seamless execution of all events. This role supports the delivery of gracious hospitality while maintaining fiscal responsibility and ensuring full adherence to Club policies, standards of service, and all applicable health and safety regulations.

Essential Functions

Job Tasks (Additional Responsibilities)

- Assist in the planning, coordination, and execution of Club events and regattas, partnering with staff and serving as a key liaison to Club committees to ensure exceptional and memorable member experiences.
- Manage event reservations, seating arrangements, and billing processes, ensuring all event details and financial information are accurate, organized, and submitted to the Accounting Department in a timely manner.
- Collaborate with the Executive Chef and culinary team to develop menus that align with member preferences and elevate the Club's dining experience.
- Partner with Club Management to develop thoughtful event pricing that balances member value, participation goals, and financial performance.
- Work closely with the Race Department to coordinate regatta-related social functions, ensuring a cohesive and elevated experience that complements racing activities and Club traditions.
- Collaborate with the Food & Beverage Director, Catering Team, and Front Desk to ensure accurate reservations, clear communication, and seamless execution of all event logistics.

- Ensure all upcoming events are communicated promptly to the Catering Department for inclusion in the weekly catering packet; actively participate in catering meetings to review event details, anticipate needs, and support operational success.
- Confirm that all event spaces are properly prepared, including room setups, timing, and service details, to ensure smooth, welcoming, and well-executed Club functions.
- Works on the floor and runs and executes events the day of.
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Requirements

Core Competencies

1. Member & Guest Experience Management

- Anticipating member expectations and preferences
- Delivering highly personalized, detail-driven service
- Managing event flow to ensure seamless execution
- Handling service recovery professionally
- Maintaining club culture, traditions, and brand standards

2. Event Planning & Organizational Execution

- Managing timelines, BEOs (Banquet Event Orders), and logistics
- Coordinating with Culinary, F&B, and Race departments
- Multitasking multiple events while maintaining accuracy
- Understanding event setup, room turns, and staffing needs

3. Communication & Relationship Building

- Building trust with members, committees, and internal teams
- Clear written and verbal communication across departments
- Active listening to translate member vision into executable plans

- Managing expectations diplomatically
- Strong follow-up before, during, and after events

4. Event Execution & Operations

- Ensures event details match Banquet Event Orders (BEOs)
- Coordinates room layout, décor placement, and service timing
- Monitors food and beverage quality, presentation, and service standards
- Troubleshoots operational challenges in real time

Qualifications

Required

- 2–3 years of experience in events, hospitality, customer service, or club operations.
- Strong organizational skills with the ability to manage multiple events simultaneously.
- Excellent verbal and written communication.
- Professionalism, poise, and a member-service mindset.
- Ability to work evenings, weekends, and holidays as required for events.

Preferred

- Experience in private clubs, hotels, upscale restaurants, catering, or conference services.
- Familiarity with event software or POS systems (e.g., Cater Ease, Jonas Club).
- Knowledge of food & beverage operations and banquet service standards.

Confidentiality

Must uphold the highest level of confidentiality regarding member information, files, and subjects discussed about member information between Membership Director, Chairman and persons related.

TO APPLY

Please send a copy of your resume with a cover letter to jobs@stfyc.com. Applications are also accepted at

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7209656

. All applications and inquiries will receive a response and will be kept strictly confidential.

Salary & Benefits

St. Francis Yacht Club is proud to offer a competitive benefits package for all full-time, benefit-eligible employees. The benefits package includes medical plan options from two of the nation's leading health insurance carriers, Kaiser Permanente and Health Net as well as comprehensive dental and vision plans. Full-time eligible employees also receive, at no cost, a company-provided life insurance plan and a robust Employee Assistance Program which includes free counseling services, discount programs for gyms, classes, vitamins/supplements, acupuncture, chiropractic care and much more. Benefits include time off, such as vacation time, sick time and leave of absence.