

Greens Point Catering Event Manager

Job Description:

This is a seasonal position with opportunity for full time hours in the on season. Hours will vary from week to week based on events.

The event manager will lead the event staff during events to ensure that the event runs as the event designer sold it. Their main priority is client satisfaction and success of the event. They must be able to both efficiently lead the team and step in and work alongside their team to get the job done. The event manager will report to the GPC kitchen prior to the event to load van, work with the event designer to plan an execution for the event, and oversee staff while delegating required tasks. Upon completion of the event the event manager will communicate with client to confirm satisfaction was met, complete all event reports and return to the GPC kitchen for unload of van.

Duties and Responsibilities

- Oversea and manage events to make sure they run smoothly and surpass client expectations.
- Setup and breakdown of events
- Reporting to shop prior to event to check out equipment, décor food and beverage.
- Loading of said items into van in an efficient secure manner.
- Act as contact person for client.
- Hold meetings to inform staff of event timeline, delegate tasks and review special information.
- Organize all event duties and clearly communicate to staff what is required.
- Communicate with on-site chef to ensure best execution of meal service possible.
- Communicate with other vendors about event changes and modifications.
- Anticipate client and guest needs.
- Train staff in a way that coincides with company policies, procedures, and expectations.
- Inspect staff uniforms and grooming and address any issues.
- Ensure all company safety standards and policies are met.
- Monitor and handle all client/guests complaints and or issues that arise. Communicate with venue manager and solve the issue so that it can be kept under wraps and not affect the rest of the event.
- Perform final site inspection with venue manger to make sure all required clean up duties have been completed.
- Making sure all leftover food is packaged up for clients or disposed of in the proper way. Making sure all onsite coolers are empty and clean before leaving.
- Ensure that van gets loaded with all items brought from the GPC kitchen and upon returning to the kitchen that it gets put away in its proper place.
- Communicate client, guest and staff feedback to event designers and, if necessary, owners.
- Complete all end of event notes.

Qualifications:

Strong customer service skills: Knows what needs to be done and is willing to go above and beyond to make guests and clients happy.

Detail Oriented and Organized: Must be able to see even the smallest details that need to be done to elevate the event and take initiative to make them happen. Must be able to see all the moving parts of the event and stay calm and keep them all organized.

Strong leadership and management skills: Must know how to lead by example. Understands when to motivate, rally and reprimand staff and is able to resolve conflict. Understands how the timing of the event works and can execute all aspects professionally and in a timely manner.

Well Spoken: Must be able to accurately and efficiently communicate with all people they speak to.

Stamina: Event Managers are required to work long shifts that often include them being on their feet a majority of the time. They must be able to lift, push and pull heavy items and be willing to work in a variety of elements. They must also be willing and ready to do it all over again the next day.