



# Job Description

## Catering and Events Manager

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**DEPARTMENT:** Food and Beverage

**SUBORDINATE STAFF:** N/A

**REPORTS TO:** Food and Beverage Director

**EXEMPT:** Yes

*Being classified as "exempt" infers an employee in this position is not subject to the IWC Wage Order sections pertaining to overtime, minimum wage, record keeping, uniforms and equipment, cash shortage and breakage, meal periods, and rest periods. This means that although an employee in this position may be required to work in excess of 40 hours in any given week to perform their job duties, they will not be eligible for overtime pay or other additional compensation.*

### **POSITION SUMMARY:**

Provide expert event planning services for clients, décor and staffing services. In addition, communicate and coordinate order details to production staff, vendor partners and customers.

### **RESUMES:**

Email resumes to [hr@moragacc.com](mailto:hr@moragacc.com).

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:

The following description of work to be performed by this individual is not intended to be all-inclusive. Rather, it focuses on the major tasks that must be accomplished. There are many necessary activities to satisfy any of the following performance guidelines.

- Assist all customers to plan and service their simplest or most elaborate catering needs. Suggest menu ideas to meet customer needs and plan appropriate portions. Coordinate event logistics prior to the date. Oversee activity on location, as required by customer.
- Coordinate with outside vendors to implement additional services, as required by customer.
- Communicate duties clearly to servers and bartenders. Monitor changes in guest count and adjust all elements as appropriate.
- Provide high levels of communication and customer service with internal and external customers.
- Provide clear communication with outside customers.
- Outside sales to potential and prior customers which may include cold calling, setting up potential customer consultations, making site visits to propose catering opportunities, and other sales related duties.

- Ensure compliance with all guidelines provided by the company with regards to menu specifications, pricing, discounting and any other issues that have been reviewed.
- May need to perform daily bookkeeping duties including process payments and reports sales to accounting.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

- Required: High school diploma or equivalent
- Desired: Post-secondary education

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Food Handler Certification with a high degree of attention to food safety and sanitation

#### **OTHER SKILLS and ABILITIES:**

- Phone etiquette
- Basic computer skills using general office programs
- Strong customer service, interpersonal, communication and problem solving skills
- Strong oral and written language skills
- Ability to maintain confidentiality
- Ability to multi-task
- Ability to stay focused and calm during high stress seasons
- Must have a good understanding of crowd flow

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#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.