



# C&J CATERING

*and events*

## **JOB DESCRIPTION**

Job Title: Event Manager  
Department: Events  
Location: Farm Show Complex

## **SUMMARY:**

The Event Manager is responsible for the execution of catered events at the Farm Show Complex including set-up, presentation, staff execution, and cleanup.

## **ACCOUNTABILITIES:**

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is always expected.

## **ESSENTIAL FUNCTIONS:**

- Arrange proper sequence of service for each event.
- Inspect table place settings, linens, floor plan and stations are set up per client request.
- Ensure presentation of food and beverage stations are visually appealing and functional.
- Respond appropriately to client requests, complaints, or suggestions to ensure guest satisfaction.
- Monitor event staff to ensure all operating procedures are followed.
- Supervise clearing and post-function cleanup.
- Maintain clean and orderly back areas, pre-function areas and storage areas.
- Ensure all equipment is returned to the proper location after each event.
- Responsible for ensuring food safety measures are taken onsite.
- Ensure event space is reset for subsequent event or client walk-throughs.
- Communicate with staffing coordinator to ensure event is staffed and evaluated appropriately.

## **REPORTING RELATIONSHIPS:**

- Reports directly to: General Manager
- Directly supervises: Event staff

## **DIMENSIONS:**

- WORK EXPERIENCE: Experience working catered events as a server or bartender required. Event planning and leadership experience preferred.
- SKILLS:
  - Excellent organizational skills.
  - Critical thinking skills.
  - The ability to make client and company minded decisions.
  - Strong leadership and communication skills.
- EDUCATION: High school diploma or equivalent required.
- CERTIFICATE/LICENSE: Valid Driver's License.
- LANGUAGE: Complete written and oral knowledge of the English language is required.
- RESPONSIBILITY: When coordinating sales with clients, ensure all pricing standards are adhered to.
- SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
- TRAINING: Any training held is mandatory.
- PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and jump in where needed.
- WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours during event days and lifting to 50 lbs occasionally necessary.
- ATTENDANCE REQUIREMENTS: Hours worked are variable due to the nature of the business.