



## **Catering Event Manager – Job Description**

Event Managers at Catering by Design are dedicated professionals who always strive to be the best at what they do. They are accountable, collaborative, invested, and innovative. They go above and beyond to execute world-class events.

A successful Event Manager has the ability to lead a team in successfully executing elevated off-site catering services. They are strong leaders, effective communicators, patient trainers, problem solvers, and polished representatives of Catering by Design. Executing a successful off-site event is fun, challenging, and rewarding. Event Managers lead the on-site team to make the client's vision come to life. They work with designers, production managers, and warehouse operations to ensure that the team has clear direction, needed equipment, support, and skills to be successful.

### **Must have Skills and Requirements:**

- Consistently present and on time for scheduled events
- Thorough preparation and detailed knowledge of scheduled events
- Consistently focused and organized
- Always presenting a polished appearance and confident leadership demeanor
- Physically able to work long shifts (8-10+ hours walking and standing)
- Ability to sometimes work in inclement weather and adverse conditions
- Ability to help the team move equipment (ability to lift, move, push, and pull up to 50lbs)
- Possess effective written and verbal communication, planning, and time management
- Have elevated catering and culinary leadership experience
- Hold a valid driver's license and have the ability to safely drive catering trucks to the on-site event

### **Duties and Responsibilities:**

- Manage events, and work as model support staff as needed
- Plan event execution and staff assignments, and oversee staff to ensure task completion
- Manage a safe truck unload, direct equipment organization, and create an efficient work area
- Provide clear direction to staff of event requirements, assignments, and timeline
- Manage and support staff to ensure a smooth and successful event
- Uphold a high-level of expectations, company standards, and procedures to elevate the team's effectiveness and execution of service
- Focus on making sure our team takes excellent care of our clients and guests
- Make initial contact with the client then check in with them throughout the event to ensure that they are happy with event execution
- Making sure our team takes great care of the physical venue and is a respectful and courteous partner with venue staff and fellow vendors
- Execute and manage an efficient breakdown and safe load out
- Complete staff and event evaluations
- Ensure accurate timesheets are submitted for event staff
- Complete required responsibilities upon return to the warehouse

### **Catering by Design for Everyone**

Each day, either directly or indirectly, we help our clients celebrate life's milestones and we revel in the creativity and uniqueness of every event. Our passion and purpose: dedication to making people happy through creativity and collaboration, is the core of who we are. To be authentic, we're committed to embracing our team and fostering an environment of creativity and individuality.

At Catering by Design, we are dedicated to operating our business in a way that everyone feels welcome, accepted, safe, included, and worthy. Everyone – regardless of age, race, gender identity, sexual orientation, religion, and disability – is respected for their individualism and we cherish our differences. After all, our differences allow us to look at things with a diverse lens and by sharing our vision, we all grow together.