

## CATERING MANAGER

POSITION PURPOSE: Conner Prairie is a world-class interactive history park with a strong emphasis on providing a high quality guest experience. The Catering Manager is responsible for all banquet functions and will work directly with catering sales, banquets, catering, and additional off site caterers. The catering manager will be the contact or will provide the contact for all catering functions to ensure excellent service and execution of events. The catering manager will schedule and oversee setup, banquet service, and tear down staff. The catering manager will also act as the restaurant manager and manager on duty in the absence of staff in those roles.

REPORTABILITY: General Manager Food and Beverage

NATURE AND SCOPE OF THE POSITION: To act as a point contact at events and to assist the catering sales staff in all aspects of planning and executing functions in the most efficient way possible, while also serving in support capacity for all food and beverage operations.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Hospitality degree or equivalent
- 2 or more years experience in full service food and beverage operations
- Ability to schedule, train and manage staff
- Knowledge of restaurant and banquet service procedures
- Qualified in labor and other controllable costs
- Ability to direct and manage in an effective and understandable capacity
- Excellent communication skills
- Knowledge of proper safety standards for all food service
- Outstanding customer service skills
- Knowledge of event planning and executing of events
- Ability to set and tear down banquet venues
- Highly organized, detail oriented, outgoing, and articulate

PRINCIPLE RESPONSIBILITIES:

**Catering-** Assists Banquet Staff and Catering Sales Staff in:

- Service procedures
- Set-up for events
- Conducting inventories
- Controlling costs beverage, labor and linen service
- Schedule and managing staff
- Monitoring and managing staff appearance standards
- Train all new employees and maintain training standards with staff
- Maintaining sanitation and housekeeping standards
- Serving guests and ensuring guest satisfaction
- Familiar with room set ups, table configurations, and room layouts
- Maintain clean and organized venues
- Work small meetings and in-house events

- Act as the liaison between catering sales and client
- Assist catering sales staff with sales calls and tours
- Accept Symphony on the Prairie food and beverage orders and manage delivery on the night of the event
- Confirm and adjust to any last minute changes or details
- Order all linen, paper, and operating supplies
- Oversee liquor ordering and inventory

**General Food & Beverage**

- Act as restaurant manager as needed
- Act as Manager on Duty as needed
- Attend weekly food and beverage meetings
- Present at events from the set up to the end
- Adheres to Conner Prairie's rules of conduct
- Performs other duties as required

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