



POSITION: Catering Manager

REPORTS TO: Catering Director

Position Summary:

Five Star Event Catering is a leading full service catering company located in Birmingham, Alabama. Five Star is located at and serves as the exclusive caterer for the Barber Motorsports Park and Barber Vintage Motorsports Museum, as well as providing off-site catering services.

The Catering Manager is responsible for assisting the Catering Director with all aspects of the operation. The ideal candidate has a friendly demeanor, the ability to learn new computer programs, and can multi-task and complete projects in a timely manner. This person should demonstrate excellent customer service and problem solving skills. The Catering Manager must be a highly motivated individual who is eager and ready to accept additional responsibilities when needed.

As the Catering Manager, you will be responsible for soliciting, securing, coordinating and responding to inquiries regarding food, beverage and decorating accessories for special events, weddings, corporate and private parties on-site at the Barber Motorsports Museum and off-site at various venues. This candidate must focus on the delivery of superior products and services, while maintaining financial profitability.

Job Description:

Specifically, the Catering Manager will be responsible for performing the following tasks:

- Communicate with and provide direction and supervision to the catering team members to execute catering events
- Generate contracts and Banquet Event Orders (BEOs) and support daily distribution of BEOs, production and pull sheets
- Solicit, secure, coordinate and respond to customer inquiries in a timely manner
- Ensure that all customer emails, phone calls and contracts are competed and are responded to with a sense of urgency
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

- Assist the Catering Director with all functions of the catering operation. This includes, but is not limited to: employee supervision, support staff scheduling, training, event coordination, sales and menu planning
- Responsible for planning and managing events in the absence of the Catering Director
- Assist Catering Director with development of weekly/monthly reconciliation of events including food costs, labor costs and expenses
- Assist with the planning and set-up of food displays, visuals and presentation of buffet lines
- Provide post event interviews and customer service; be available for customers during events
- Assist in the development and organization of all events and manage communication between departments to help ensure coordination of activities
- Supervise and assist banquet staff to assure member and guest satisfaction through proper food and beverage service and presentation
- Ensure that all appropriate charges are billed correctly to each event and forwarded to the accounting department for billing
- Assist in the preparation of the marketing plan and annual budget to increase profitability of the banquet operation; monitor performance against budgets; recommend corrective actions as necessary to help ensure that budget goals are met
- Maintain knowledge of current and projected industry developments through continuous attention to marketing and wedding periodicals and participation in relevant trade organizations
- Maintain positive relationships and communicate clearly, tactfully and persuasively with employees and customers

A candidate must expect to work extended hours, often including weekends and holidays. One must be able to lift at least 50 pounds and be willing to perform other job-related tasks that may not be included in this job description. The Catering Manager will report directly to the Catering Director.

See www.fivestareventcatering.com for more company information.

Please submit resumes to jobs@fivestareventcatering.com and note Catering Manager in the subject line. Five Star thanks all applicants but will contact only those who will be invited for an interview.