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## Catering Manager – Ensemble Catering

At Olaya Events & Company, We Create Extraordinary Experiences.

It's more than a slogan, it's our purpose and we do it every day. There are long days and incredible challenges, yet when each event comes together there is no greater feeling than contributing to others' lives, whether it's a wedding uniting love and families or a corporate hosting, we are part of creating something larger than us. We want you to bring the determination, courage, and passion to everything you do to serve people. You will be expected to bring high level of attention to even the smallest details, to be your word and follow through on your commitments, to do the right thing, and to uphold team members in the highest regard. Our mission is to constantly improve ourselves, continuously raising our bar that we will inspire and lead by dominating the wedding and event market.

Together...we will knock people's socks off. We will make event planning stress-free. We will serve our clients so they feel like honored celebrities at their own event.

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As the Catering Manager you will be responsible for the prep of the catering event logistics and hiring/training/management of the serving team. You will need to consult with customers to determine their catering requirements, host couples at our tastings and work with the Chef and catering staff on how to elevate our guests experiences.

### Overview of Main Responsibilities

- Managing catering functions and staff to ensure the customer experience is extraordinary.
- Hiring, Training, Supervising, Developing, Scheduling and Disciplining catering staff.
- Working with Chef on menu design, inventory ordering relating to event design and operational excellence.
- Responding to new and current catering inquiries and emails.
- Ensures all clients are entered into catering CRM software (Total Party Planner) when booked.
- Coordinate tastings for clients, including communicating/scheduling clients, creating catering forms/layouts, coordinating with chef and following up with clients to ensure menu is picked and all questions are answered.
- Exceeding company response standards when communicating with clients (less than 24 hours).
- Ability to provide accurate proposals, contracts and follow-ups in accordance to company standards.
- Create and post BEO's 2 weeks prior to event to the company event database.
- Hands on when needed and quality control operations in order to assess improvements that align with company goals and values.
- Managing successful planning and execution of catering functions, including tastings.
- Adhere to sanitation and safety standards.
- Ensures employees have appropriate equipment, supplies, transportation and resources to perform their job.



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## We Are Looking For Someone Who

- True Servant Leader – someone who is dedicated to their teams performance, goals and development.
- Someone who acts with uncompromising honesty and integrity. They do what is right even when no one is watching.
- Someone who has the initiative and the responsibility to make things happen. They are driven by personal values and avoid letting circumstances or conditions influence their behavior.
- Someone who knows how to handle difficult situations when they arise and can problem solve situations through confidence while inspiring team to pull together.
- Someone who shows persistence and hardworking effort in order to create something extraordinary.
- Someone who has the awareness, perseverance, and determination to seek out feedback to become better. They are willing to grow and are humble enough to make those changes.
- Someone who can manage the catering operations for large events and is able to multi-task and coordinate with multiple individuals and teams.

## Qualifications

- Minimum 2 years in Management Experience is REQUIRED
- Minimum 2 years in FOH catering
- High Level of Attention to Detail
- Strong Sense of Care & Loves to Provide Service to Others
- Ability to Lead, Coach and Motivate Individuals and Teams
- Ability to build relationships quickly
- Bachelor's degree preferred
- Strong Customer Service Background
- Ability to work night and weekends is required

## Benefits

- Paid Time Off - 2 weeks and 10 Holidays (includes your birthday) after 3 months with company. Then an additional 4 weeks off are added after 1 year with the company for a total of 2 months of PTO a year!
- 401k company match
- Medical Benefits
- Dental Benefits
- Weekly Wednesday Lunch with the team



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## Applying

Send resume to [edward@olayaevents.com](mailto:edward@olayaevents.com) and answer the following – What is the superpower that you will bring to this role?