POSITION: Catering Manager
DEPARTMENT: SAVOR/Food and Beverage Services
REPORTS TO: Director of Food & Beverage
FLSA STATUS: Salary Exempt

Summary

SAVOR… a leading provider of food and beverage services at sports, entertainment and convention facilities has an excellent and immediate opening for a Catering Manager for SAVOR/SMG at BB&T Arena. This position directs all Food & Beverage activities for events and functions related to catering & concession operations.

Essential Duties and Responsibilities

- Include the following. Other duties may be assigned.
- Establishes client food & beverage and operational needs for the event.
- Develops menus/themes for the event and establishes pricing for services.
- Assists in developing work plans including scheduling and ordering, and assigns appropriate duties to subordinates.
- Oversees Food and Beverage operations during certain events to ensure client satisfaction and quality control standards.
- Inspects food service facilities to ensure that equipment and buildings meet requirements of state and local health laws and internal regulations.
- Assists with creation of Food and Beverage sales projections and budgets for facility events.
- Assists with analysis of information concerning facility operation such as daily food sales, patron attendance, and labor costs to prepare budget and to maintain cost control of facility operations.
- Inspects and tastes prepared foods to maintain quality standards and sanitation regulations.
- Works within guidelines for food and labor costs.
- Payroll
- All other duties as assigned.

Supervisory Responsibilities

Manages employees in the Food & Beverage Department in either Catering, Concessions, or Kitchen. Is responsible for the overall direction, coordination, and evaluation of any of the unit. Carries out supervisory responsibilities in accordance with SMG’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.
Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/or Experience

- Bachelor’s Degree (BA) in Food & Beverage Management or related field preferred.
- Minimum 3 years experience in management level position in Food & Beverage or training with at least 2 years of management experience in a concessions facility servicing concessions and catering for large events.
- Or equivalent combination of education and experience.
- Prior supervisory experience preferred.

Knowledge, Skills & Abilities

- Excellent organizational, planning, communication and interpersonal skills.
- Strong orientation to customer service and ability to work with other staff members in the facility.
- Advanced oral and written communication skills.
- Results oriented individual with the ability to meet required budgetary goals.
- Ability to undertake and complete multiple tasks.
- Serve-safe Certified.
- Ability to be creative with marketing presentations and maintain a quality product.
- Ability to utilize resources of technology including but not limited to online ordering, point of sale systems, electronic mail communication and inventory control & scheduling.
- Attention to detail and service oriented.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Other Qualifications

This position will work with limited supervision and will require the ability to interact with all levels of staff including management. Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events. This position requires minimal stooping and lifting. Substantial walking and manual dexterity to operate office equipment such as a computer is required.

**PLEASE NOTE: This position is required to pass a credit & background check.**

**Note**
This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company’s sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

**To Apply:** This position offers a competitive salary and benefit package. *Resumes must include salary requirements for consideration.* Please visit our website [www.thebbtarena.com](http://www.thebbtarena.com), click **ARENA INFO** and choose **Employment Opportunities** and click on the **Application** button.

**NOTE:** Only applicants that apply through our online portal will be considered.

**Recruiter:**
Tammy Fryman
HR Manager/Executive Assistant
BB&T Arena
500 Nunn Drive
Highland Heights, KY 41099
Fax: 859-442-2659
Email: [hr@thebbtarena.com](mailto:hr@thebbtarena.com)

****Applicants that need reasonable accommodations to complete the application process may contact Tammy Fryman at 859/292-2886.

*SMG is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor.*