



EVENT MANAGER

PARTYMAN CATERING CORE VALUES

Happiness | Creativity & Innovation | Teamwork
Authenticity & Care | Work Ethic | Respect & Honesty

SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values
- Customer service-focused
- Handles a fast-paced work environment
- Great problem solving and adaptability skills
- Ability to train people
- Exceptional verbal communication and leadership skills, including; writing, speaking, and interpersonal skills

JOB DESCRIPTION

As a Event Manager, you will be responsible for the complete execution and coordination of an event. This includes setup, service of food and beverages, managing the serving staff, event breakdown, and catering to all guest needs to exceed customer expectations following Partyman's set process standards. You will work a variety of our higher end events, with service styles ranging from buffet, to plated, to stations! This role will work very closely with all departments within Partyman Catering to provide our guests and staff with an enjoyable experience and ensure flawless events while demonstrating Partyman's culture through all performances.

PRIMARY DUTIES & RESPONSIBILITIES

- Execute and coordinate all aspects of the event.
- Manage staff.
- Train Lead Servers.
- Work closely with all departments within Partyman.

OCCASIONAL OTHER DUTIES MAY INCLUDE

- Assist servers and bartenders during the event.
- Serving, bartending, minor prep, cleaning, food deliveries, event setup, and breakdown.

JOB REQUIREMENTS

Education

- High School diploma or GED preferred.

Experience

- Minimum of 3 years experience as a Banquet Manager/Lead Server/Event Captain.

Skills

- Attention to detail.
- Time management.
- Basic computer skills.
- Ability to lead a team.

Physical

- Ability to work in a standing position for long periods of time.
- Ability to lift up to 25 lbs frequently and independently.
- Safely lift 100 lbs occasionally working with another team member.

Other

- Valid driver's license or reliable transportation to work.

SCHEDULE REQUIREMENTS

- Schedule will fluctuate seasonally and based on event bookings.
- Weekend and late night availability are required.
- Occasional holiday availability.

COMPENSATION

Pay

- Range from \$20.00 to \$25.00/hour based on skill set and experience.
- Average additional tips for event staff in 2022 was over \$7.00/hour. Tipping varies from event to event, no guarantee for every event worked.
- Observed Holiday Pay.

Benefits

- 50% health, dental, and vision coverage reimbursement of a single plan.
- Up to 4% 401k retirement match.
- NYS Paid Sick Leave.
- Paid holidays.

COMPANY CULTURE

- Monthly team building events, team lunch, and Cheers & Chill.
- Milestone and anniversary rewards.
- Employee scholarship opportunities.

EMPLOYEE REVIEWS

- New Hire Check-in to occur 30-60 days after employment inception.
- Thereafter, reviews occur annually during the Nov/Dec time period.
- Improvement plans and interventions as needed.