

**JOB TITLE: SUITES & CATERING SUPERVISOR (PART-TIME POSITION)**

**DEPARTMENT: FOOD & BEVERAGE**

**REPORTS TO: SUITES & CATERING MANAGER**

**FLSA: HOURLY / NON EXEMPT**

ASM Global, a public facilities management company, has immediate opening at Save Mart Center for our part-time Suites & Catering Supervisor.

**POSITION SUMMARY**

This position is responsible for the overall supervision of a designated area within the building. Ensures that all departmental needs and procedures are met. Will work closely with the Suites and Catering Manager and assist management as needed.

**MAJOR RESPONSIBILITIES**

- Must have experience working in catering operations as well as suite procedures.
- Will direct department staff assuring all will provide excellent customer service to attending guests.
- Must read, understand and communicate all pertinent event information as discussed in pre-shift meeting.
- Will contact warehouse staff for additional inventory needed during event.
- Will contact kitchen staff for any additional food items needed during an event.
- Must ensure all personnel are compliant with alcohol service policy and state laws.
- Must maintain cleanliness and organization in the suite pantry and/or catering operations while preparing for an event and throughout closing.
- May be assigned to both suites and catering during one event.
- Must maintain flexibility when supervising staff in two separate departments.
- Must ensure all required event related paperwork is complete and accurate.
- Follows direction from the Suites & Catering Manager and/or the Director of Food & Beverage.
- All other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises all suites and/or catering personnel. Carry out supervisory responsibilities in accordance with company's policies and standards as well as applicable laws. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

**QUALIFICATIONS**

This position requires 6-months supervisory experience. 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.

**PHYSICAL DEMANDS**

This position requires the ability to regularly lift and move items up to 50 pounds. While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours at a time; must be able to read, talk and hear. 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. This position may require work inside or outside of the building as needed by events.

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Knowledge of suites and catering operations
- Ability to add, subtract, multiply and divide (basic mathematics skills).
- Ability to communicate and execute instructions via radio (walkie talkie).
- Ability to multitask and completing all task assigned on time.
- Ability to walk, stand, stoop, carry, bend, lift, pull, and push as needed to complete work assigned.
- Ability to regularly move and lift up to 50 pounds.

Requires the ability to work flexible hours including nights, weekends and holidays.

**QUALIFICATIONS AND/OR EXPERIENCE**

High School diploma or general education degree (GED); or 6 months related experience and/or training; or equivalent combination of education and experience

**TO APPLY:**

Please visit our Career Site at:

**For External Candidates-**

<https://recruiting.adp.com/srccar/public/RTL.home?c=1152751&d=ExternalCareerSite&r=5000517504506#/>

**For Internal Candidates-**

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000517504506#/>

**ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodations or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.