

DUVALL

Catering Contract Manager, Conference Services at Trident Technical College

Hours: Full-time

Position: Staff, Exempt

Company Description: Duvall Catering & Events is a full-service hospitality company specializing in catering, bar, floral and décor.

Position Description: The Contract Manager is responsible for overseeing all aspects of the Trident Technical College contract including events on all campuses and event set up, with a heightened focus on maintaining a positive, mutually beneficial relationship between Duvall and Trident Technical College.

Job Duties:

The following reflects management's definition of essential functions for this job but does not restrict the task that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reason.

- Assists and maintains the recruitment of new service staff, orientation and training for all aspects of the contract including set up and event staff
- Creates client proposals based on external client's needs and current menus
- Oversees training of event leads and service staff for TTC Events (Duvall service staff and temp staff)
- Creates training manuals and revises when necessary
- Attends weekly meetings with TTC client to go over prior weeks' events and upcoming week's events
- Creates proposals and contracts for Duvall staff based on client's BEOs
- Disseminates pertinent information to Duvall's Operations team to execute events at TTC effectively
- Attends and oversees TTC events, assisting where needed
- Assists in new creative table displays to assist our staff in consistency, and perception to our guests
- Give feedback/critique to event leads about service staff and themselves with a focus on the client's expectations
- Oversees and schedules the Assistant Contract Manager and assures their duties are being executed properly
- Approves payroll for Assistant Contract Manager

Relational Roles: Answers to the Director of Sales.

Position Qualifications: The successful candidate should be personable, possess great organizational and planning skills and have a creative vision with the ability to be flexible.

- A bachelor's degree in a related field

- Five years experience in the hospitality industry
- Experience in Front of House service standards and training
- Ability to work under pressure
- Willingness to work nights, weekends and holidays as necessary
- The ability to be a part of a diverse and service-oriented team
- The ability to work independently
- Proficiency in the Microsoft suite of office software (Outlook, Excel, Word, PowerPoint) and the ability to create letters and other written materials and to proofread his/her own work
- Demonstrated ability to establish and maintain effective and professional working relationships
- Valid driver's license and vehicle access
- Ability to lift 30+ pounds
- Ability to stand for extended periods of time

Duvall Catering & Events is an equal opportunity employer.