**Position Summary**

The Venue on Broad and Saucehouse BBQ are in search of a responsible and outgoing individual to join our team as our Catering Operations Manager. This candidate must have a flexible schedule, patient demeanor, and true leadership skills. This position requires some office time, but will mainly require time in the field on & off-site managing and training our staff on our catering processes and procedures during catered events as well as events at The Venue. The Operations Manager will supervise the catering staff and is responsible for implementation of company policies, training staff on these policies as well as catering processes and procedures. The position does require that you be available nights, weekends, and the occasional holiday.

This is a 40-50 hours per week job paying $18 per hour with tips.

The Operations Manager role is a supporting role to the Catering Director as well as the Catering Manager. This position will report directly to the Catering Director.

**Requirements**

* Ability to deliver exceptional customer service
* Good organizational skills
* Outgoing personality
* Ability to effectively work and manage staff under pressure
* Proficient multi-tasker
* Flexibility to work nights, weekends and holidays
* Ability to stand for more than 1 hour at a minimum without sitting
* Capable of lifting 50lbs+
* Valid Driver’s License with relatively clean driving record
* Ability to drive a long bed pickup truck & box truck

**Responsibilities**

* Lead catered events
* Take Drop Off Caters as well as train catering staff on drop off & Full Service Events
* Train & supervise catering staff
* Build catering leads through your example
* Manage catering inventory
* Manage our preparation specialist and ensure that all orders are in the kitchen and packed in a timely fashion
* Drive long bed truck and box truck to and from events
* Organize the maintenance of our fleet of trucks (oil changes, tire rotations, filling trucks with gas, etc.)
* Organize maintenance and cleaning of The Venue on Broad