



Catering & Events Manager

Raven Landing Senior Community

Owned and operated by The Retirement Community of Fairbanks

Raven Landing (RL) is a dynamic residence and community center for Fairbanks seniors where diversity, security, healthy living, independence and mutual assistance are core values. The **Catering & Events Manager** leads a key area of our operations: promoting RL event space & catering; liaising with the public and our staff to plan and prepare successful events that build RL's presence in the community; and leading our Dining Room & Catering Server team.

Responsibilities:

- Oversee advertising & community relations to ensure that Raven Landing is a prominent, highly regarded venue/catering provider within the Fairbanks Community
- Schedule events and make the necessary plans with RL staff (kitchen, facilities, etc.) to ensure effective, well-prepared events
- Develop the Dining Room & Catering Server team:
 - In coordination with the General Manager (GM), hire servers to build our catering capacity
 - Provide training, feedback & evaluation, and a positive, encouraging work environment
- Collaborate with the GM and RL Maintenance staff to ensure that our event facilities are in peak condition for effective events: organize equipment and materials, ensure timely repair and upgrade for audio/visual equipment, etc.
- Collaborate with the Chef re: menu and pricing.
- Collaborate with the GM and others to ensure appropriate pricing for room rentals.
- Develop systems, procedures, etc. for all of the above.

Work hours & benefits:

- Schedule: Flexible, as long as work is carried out well and you are available to, and communicating effectively with, the public and RL staff. Evening and weekend availability a must, but can be balanced with some weekday time off.
- Salary – exempt/salaried: \$50,000 to \$60,000/year depending on experience
- Retirement: Matching IRA up to 3% of earnings

Qualifications and skills:

- Three+ years' managerial experience in catering, event planning, food service, and/or related areas
- Must be skilled in MS Office, particularly Excel and Word, and comfortable learning new technologies as needed
- Organized, following through on all work to ensure that both the “on the floor” and the administrative work are consistently done with excellence
- Polite, diplomatic, clear communication in person, on the phone, and in writing
- Interact effectively with people of diverse backgrounds and personality types
- Friendly, professional, and reliable: someone people enjoy interacting with
- Self-motivated, perseverant, action-oriented creative thinker to pursue new business

- Problem-solving mindset and can-do attitude
- Attention to detail and a desire for continuous improvement
- Ability to manage different aspects of work (overseeing servers, desk time, networking, running events, etc.)
- Ability to self-direct and think independently while also being responsive to GM's direction
- Discernment and sound judgment in complex or uncertain situations
- Skilled at collaborating with co-workers. Your success in this role utterly depends on it.
- A coaching mindset toward those you supervise, to help them develop over time

Additional possible responsibilities & qualifications:

- Education in related fields of hospitality, food service, management, etc. is a plus but not a must.
- Candidates who are able to help develop kitchen systems (cleaning protocols, inventory, etc.) will be given priority consideration, though this is not a must-have qualification.
- Visual design abilities and/or experience are helpful, but not required.

Apply:

- Don't hesitate to contact the General Manger by phone to learn more: 907.328.8843
- Submit your resume via Indeed: www.indeed.com/cmp/Raven-Landing-Senior-Community/jobs

Raven Landing is a great place to work. Maybe all that's missing is you!