



Position Description

Position Title: People Co-ordinator (Casual F&B)
Department: People Co-ordinator
Location: Head Office - Garforth
Reporting to: Head of People Operations
Date Prepared: August 2023

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- Lincolnshire Epic Centre – Lincoln
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

POSITION PURPOSE

We are looking for an experienced People Co-ordinator to take responsibility and manage our vast pool of casual F&B workers to ensure cover is provided for our full calendar of events across the whole of the CGC business.

You will work within a team of People Co-ordinators this means you will occasionally be required to support with other areas of the People operations team.

KEY RESPONSIBILITIES

- Compiling and issuing full time and casual Management rotas
- Managing changes to rotas & Time & Attendance system daily
- Recruiting full time event Managers as positions become available
- Sourcing and recruiting new casual management and liaising with recruitment agencies
- Managing days off and annual leave
- Ensure the best skill sets are used for each event
- Ensure compulsory H&S training completed by relevant personnel
- Booking hotel accommodation when required
- Working at York Racecourse on race days
- Working at CGC venues as required on event days
- Wage forecasting & planning workforce accordingly to achieve budget

PERSON SPECIFICATION

- Good eye for detail
- Works well under pressure
- Works to deadlines
- Excellent communication skills
- Excellent computer skills including Microsoft Word, Excel and Time & Attendance systems

BENEFITS



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- Competitive salary
- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- My Perks – brand discounts
- Free on-site parking
- Employee Assistance Programme

GENERAL INFORMATION

The requirements of the business are such that it is necessary to have a flexible approach and therefore some business-related travel to be able to work at our venues and operational sites will be required. Clean driving licence required.

To apply, please complete the [CGC Application Form](#) as soon as possible, noting the closing date is 03 November 2023. Good Luck!