



# Position Description

**Position Title:** Events Manager  
**Department:** York Racecourse Hospitality  
**Location:** York Racecourse  
**Reporting to:** Head of F&B  
**Working Hours:** 48  
**Date Prepared:** 18<sup>th</sup> July 2024

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
- The Halls - Wolverhampton

## POSITION PURPOSE

To ensure events allocated to you are delivered to the customer requirements our high standards. The event managers plan and ensure the smooth running of an event schedule, and individual events – these can span anything from a wedding to a conference, and anything in-between. This is a creative position, allowing the event manager to implement new ideas and give a more personal touch.

## KEY RESPONSIBILITIES

- Work alongside the F&B team ensuring all race day & non-race day events are fully set up.
- Oversee and manage conference and banqueting events as allocated by the F&B Operations manager.
- Plan and request sufficient people resource for your events.
- Assist in staff training through our Academy.
- Deliver good quality food and beverage products & service and develop the retail offer to enhance the customer experience.
- To ensure the retail operation achieves financial targets of revenue and profit.
- To supervise the retail F&B team at events and oversee all activities including sales, cashing up, stock control and management and cleaning.
- Ensure all event invoicing and billing is carried out accurately and promptly
- Ensure adherence to company policy on cash handling and all associated procedures.
- To ensure compliance with all food hygiene legislation and that staff at all times comply with Health & Safety regulations; to pursue any training requirements needed for specialist areas.
- To liaise with all departments to assist with the smooth running of events, ensuring at all times that the high standards expected at the venue are maintained and adhere to the SOP's
- Working alongside Head of F&B to input and oversee development of points of sale in line with business needs and procedures
- To develop relationship and manage vendors/sub-contractors at both racing and no-race day events.

## PERSON SPECIFICATION

- 2 years banqueting management experience.
- Experience of working in an events based environment.
- Strong inter personal skills and the ability to make key decisions.



## **Position Description**

- The position involves an element of manual handling.
- Hands on approach and be part of the service delivery.
- Have a thorough understanding of food hygiene and health & safety regulations.
- Good IT skills.
- A desire to learn and develop your career.
- Personal license holder
- Level 2 Food safety certificate

## **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Employee Assistance Programme
- Employee Referral Programme
- Complimentary Lunch

## **GENERAL INFORMATION**

The requirements of the business are such that a high degree of flexibility is necessary and therefore evening and weekend work will be required. There may be occasions when you would be required to work at other ASM Global venues.