



Position Description

Position Title: Senior Banqueting & Events Manager
Department: York Racecourse Hospitality
Location: York Racecourse
Reporting to: Head of F&B
Working hours: 48
Date Prepared: 18th 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
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham
- The Halls - Wolverhampton

POSITION PURPOSE

To manage their team and ensure that the delivery of both C&E business and Race Day set up is completed to a high standard.

KEY RESPONSIBILITIES

- Manage their management team ensuring all non-race day events are fully set up and delivered to a high standard.
- Oversee and manage retail, conference and banqueting events as allocated by the head of F&B
- Work with the Head of F&B and sales office to ensure the scheduling of the management team is sufficient for each event.
- Manage & Develop the C&E SOP's, ensure all events are delivered in accordance the SOP.
- Support the race day set up in a proactive manner.
- Ensure that all FOH & BOH areas are clean and tidy for C&E events.
- Work within the parameter of the P&L and achieve the targets set by the Head of F&B
- To be responsible for till programming, floats, reports and cash reconciliation post event.
- Ensure all event invoicing and billing is carried out accurately and promptly
- Manage the staffing team to deliver recruitment & onboarding for C&E service staff.
- 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
- Understand market trends to develop and enhance our offer and delivery

PERSON SPECIFICATION

- 5 years banqueting management experience.
- Experience of working in an events based environment.
- Strong interpersonal skills and the ability to make key decisions.
- The position involves an element of manual handling.



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- 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
- Colleague Assistance Programme
- Colleague 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.