



# Position Description

**Position Title:** Head of Weddings and Events - The Sun Pavilion  
**Department:** Outside Catering  
**Location:** The Sun Pavilion - Harrogate  
**Reporting to:** Head of Outside Catering and Venues  
**Date Prepared:** 20/08/2024

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 that all wedievents at The Sun Pavilion are planned and run to meet the customer and client requirements.

## KEY RESPONSIBILITIES

- Lead the management and staff team in the delivery of a professional, efficient and cost effective catering operation at The Sun Pavilion and various venues as required.
- Ensure we facilitate all events at The Sun Pavilion and events outside The Sun Pavilion to the highest standards of catering, delivery and customer and client satisfaction;
- Full operating target responsibility for relative events;
- Responsibility for achieving KPI's and tasks to assist with achieving overall Company objectives;
- Complete event day flash reports;
- Monthly forecast reporting requirements to be submitted within set deadlines;
- Ensure event billing is completed and submitted promptly for customer invoicing;
- To ensure that the Standard Operating Procedures (SOP's) of CGC Event Caterers are adhered to at all times;
- To communicate with relevant departments leading up to and during events, such as the sales administration team, Accounts, HR, Production Kitchen and Facilities;
- Line manager to Sun Pavilions wedding and event coordinator;
- To ensure adherence to all company food safety and health and safety protocols;
- Provide and promote excellent customer service acting as an ambassador for the Company;
- Recruiting local staff and training;
- Custodian of guardians of grub data;
- Supporting at other CGC Event venues out of wedding season.

## PERSON SPECIFICATION

- At least 3 years' experience within the Event/Hospitality Management industry, ideally in a similar role involving leading a team.
- Financially aware with knowledge of catering budgets, margins, cost of sales and fixed and variable costs.
- Minimum level 2 Food Hygiene qualifications and knowledge (current certificates). Willing to work towards level 3.
- First aid at work qualification or willing to work towards



## Position Description

- IOSH qualification or willing to work towards
- Excellent communication skills in leading a team
- Creativity and flexibility
- Ambitious and self-motivated individual, able to work under pressure to deliver
- Excellent customer service skills
- A full clean driving licence is required along with own transport

### **BENEFITS**

- 25 days holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- 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.