**Job Title:** Banquet Event Supervisor  
**Company:** Food Services & Hospitality  
**Venue:** Charleston Gaillard Center  
**Department:** Catering  
**Reports To:** General Manager  
**Supervises People (Y or N):** Yes  
**Part Time - Hourly**  
**Number of Direct Reports:** 10 - 30

**Organization Background:**

The Charleston Gaillard Center is an 1,800-seat performance hall located in Charleston, South Carolina. The newly constructed facility also contains 16,000 square feet of exhibit and meeting space, along with office and public spaces. The Gaillard Center's mission is to provide the Lowcountry with a world-class performance hall, elegant venue space, and vibrant educational opportunities inspiring our dynamic community through the power of the performing arts. We seek to enrich the diverse community of Charleston with artistic and cultural experiences that are accessible and unique, and to serve as an education resource for generations to come.

**Job Summary:**

The Event Supervisor coordinates banquet level activities into a team effort that contributes to the successful execution of all events. The Event Supervisor enforces all Food Service personnel and operating policies and procedures. The Event Supervisor plans, organizes and executes the service requirements of each event and determines all scheduling and product components required to properly service events.

**Essential Job Functions:**

- Coordination of event level services to ensure a high level of event holder satisfaction in all pertinent areas of the event experience.
- Provides on-going direction, supervision and mentoring to hourly event staff. Monitors product quality and ensures high level of guest service.
- Ensures staff is briefed on event requirements and assigned to a specific area prior to events.
- Enforces all venue policies and procedures as they relate to guest satisfaction, quality standards, uniform policy, cash handling, operating procedures and quality presentation.
- Ensures all policies and procedures regarding accounting and cash handling practices are followed.
- Conducts a walkthrough of rooms and storage areas after completion of the event to ensure all areas are clean and organized.
- Ensures total compliance with all alcohol service policies. Monitors alcohol service throughout event to assure 100% compliance with Alcohol Service policies. Reports any alcohol service or compliance issues to management immediately.
- Generates event employee timelines, diagrams and verifies employee time for the Catering Department.
- Generates event summaries that include service details, possible billing changes and any other significant information required.
- Assists with the coordination of catering functions as business priorities warrant.
- All other assignments as directed by the Catering Sales Manager or General Manager

**Knowledge, Skills and Abilities:**

- Valid Food Handler’s certificate if required by state and/or county of venue.
- Valid Alcohol Service Permit if required by state and/or county of venue.
- Basic computer proficiency: E-mail, Excel, Word, Outlook.
- Cash handling abilities; basic math skills including significant number manipulation.
- Ability to work a variable work schedule (including evenings and weekends, as required), depending upon event and business requirements.
• Good verbal and written communication skills.
• Ability to pay close attention to detail and coordinate various activities simultaneously.
• Ability to communicate with employees, co-workers, and business contacts in a courteous and professional manner.
• Able to be self-directed in a team-oriented environment.
• Ability to maintain confidentiality.

**Education and Experience:**

• High school graduate or equivalent, plus 1-3 years food service management experience a plus. Catering management experience a plus.

**Physical Requirements:**

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**Physical Dimensions:**

Medium Work: Exerting up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To Apply: Please send resume and cover letter to Chelsea Selvadurai at cselvadurai@gaillardcenter.org

Applicants will be notified if selected for interview. Please no phone calls.