

BOMPAS & PARR

Event Manager

Full time permanent role – Immediate starting date

Bompas & Parr is seeking an Event Manager to oversee our catering commitments in order to help manage memorable and ambitious food and drink projects for a variety of clients, domestically and overseas, to a high standard. The successful candidate will be experienced in managing kitchen staff, be directly client-facing, and financially astute.

Objectives

- To successfully manage the day-to-day client relationship of all catering enquiries
- To ensure the smooth running of catering projects through timely communication and planning
- To be the onsite representative of Bompas & Parr at catering events
- To manage the catering team in the Bompas & Parr kitchen and at live events
- To work with the events and wider team on large scale projects involving catering
- To maintain and log all health and safety requirements in the kitchen and onsite

Management responsibilities

- Responsible for managing all catering orders and leading a catering team consisting of one full time development chef and freelance chefs on large projects as required
- Day-to-day client liaison, responding to emails/calls and acting as first point of contact for Bompas & Parr on all catering enquiries
- Prepare and compile proposals as required
- Manage food styling, design, production and execution for events, filming, YouTube and still life shoots
- Maintain conversation with and ensure that all involved parties are kept informed of the project status at all times
- Manage relationships with third party contractors and suppliers ensuring they deliver on time and on budget
- Create and maintain organisation of all project documentation
- Liaise and manage all ingredients purchases ensuring we are receiving the best price, products and service available
- Ensure the catering team comply with legislation regarding H&S and fire safety

Reporting

- Provide weekly report of all recipes and menu generation
- Provide weekly catering status reports detailing project status, budgets and reconciliation
- Provide other financial reports on progress for internal use

Client relationships

- Build strong rapport and long lasting relationship with every client

- Aim to convert jobs into repeat business by solving, managing and exceeding clients' expectations

Financial responsibilities

- Budget all ingredients prior to any quote being provided
- Plan and order ingredients in accordance with set budgets and requirements
- Create, track and monitor the project budget, ensuring all expenses are properly accounted for
- Compile and track all kitchen up-keep budgets and costs
- Produce a monthly profit and loss account and compare against monthly team targets
- Reconcile personal expenses and commercial card expenses at the end of each month
- Identify and solve any problems that affect sales and profit and liaise with the management team to resolve issues promptly

Food & creative

- Work with the development chef to create menus and co-ordinate internal and client tastings as per individual client requirements
- Keep up-to-date with the food and drink industry and share trends with the rest of the studio
- Seek out appropriate opportunities to develop skills and knowledge that will benefit creative approach and delivery
- Actively seek out new catering opportunities and markets
- Research food & drink social network opportunities and propose new ideas

Compliance

- Ensure all HACCP documentation is kept up-to-date and all regulations are being complied with
- File and keep records of all HACCP documents in an orderly manner
- Produce a weekly HACCP report
- Work with the Studio Manager to ensure a hygienic and safe working kitchen at all times

General

- To ensure professional and faultless service from enquiry through to execution
- Be adaptable and a highly skilled problem solver
- Be able to speak knowledgeably about core aspects of the work of Bompas & Parr and support the company's principal aims and objectives
- Communicate regularly and effectively with the Directors and seek support from appropriate staff at the earliest opportunity should problems arise
- A can-do attitude combined with passion, energy and enthusiasm for the catering and hospitality industry is crucial
- Undertake any other duties as may be reasonably required

Relevant experience

- At least two years in a catering management role essential

- Proven track record of operating a kitchen
- Hospitality experience
- Proven ability and passion for making and developing recipes and menus
- Events production and project management experience
- Excellent written and verbal communication skills
- Good working knowledge of Word and Excel

Desirable experience

- Culinary arts knowledge
- Level 2 Award in food safety
- An interest in food history, science and technology
- InDesign layout skills

The Event Manager will work under the supervision of the Event Director of Bompas & Parr.

If you are interested in applying, please send your CV and covering letter to: work@bompasandparr.com (please note, applications not submitted with a covering letter will be rejected).