



## **Hotel Cerro Job Description – Event Coordinator**

**Position Title:** Event Coordinator, supervisor (FT Hourly)

**Lines of communication: Reports to:** F&B Manager, Executive Chef

**Responsible for:** On-site and off-site events

**Liaises with:** On-call Servers, On-call Support Staff, Head Bartender  
F&B Manager, Executive Chef, Sales Manager, Marketing  
Manager

### **Position Summary:**

In coordination with the F&B Manager, Sales Manager, and Executive Chef; develop and maintain flexible and attractive small event and meeting offerings. Receive Banquet and Event Orders from the Sales Manager and coordinate all staffing, equipment, materials and supplies to execute each request to Hotel Cerro standards and in accordance with our brand guide. Hands-on supervision of each scheduled event. Inventory and maintain all equipment and supplies efficiently operate the Pool Deck and the Olive Tree. In Coordination with the F&B Manager and the Sales Manager develop and maintain SOPs for the meetings and events program.

### **Duties and Responsibilities:**

Duties and Responsibilities will include but not be limited to the following:

- Overall responsibility for on- and off-site event operations
- Overall responsibility for scheduling and coordination of on-call staff
- Meet regularly with F&B manager to review feedback, inventory, and plan for each week.

- In coordination with F&B Manager develop and implement policies and procedures, service standards, and training materials.
- Maintain all meeting and event equipment, linens and wares in good working order.
- Coordinate rental contracts to ensure fulfillment of event requirements to Hotel Cerro standards.
- Maintain pars in all event outlets and ensure adequate stock based on events BEOs
- Coordinate with Sales Manager to ensure a smooth hand-off of each BEO and event contact.
- Communicate with event contacts in a timely and professional manner.
- Under the direction of the F&B manager ensure all liquor control procedures are followed according to applicable state and local laws and Hotel Cerro guidelines.
- Maintain a high level of morale and productivity.
- Follow local Health Code and Guidelines to ensure safe and quality products.
- Review sales and loss of all department production.
- Maintain all events collateral, menus, and printed materials in good condition.

#### **Prerequisites:**

- Strong verbal and written communication skills. Multi-lingual ability is a plus.
- A highly driven and motivated individual with innate hospitality nature.
- Out-going and professional demeanor
- Understanding of events, BEOs and on-call staffing
- Familiarity with modern A/V equipment helpful

#### **Education**

- Food Handlers Manager, within 30 day of hire.
- RBST Certificate, within 30 days of hire.

#### **Experience**

- Previous hotel F&B experience
- Supervisory experience helpful