



Ridgewells is seeking an **Events Designer** to become a member of the sales team.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans and designs corporate and social events.
- Presents proposals that respond to customers' interests and budgets.
- Manages assigned and solicited accounts to achieve a monthly sales goal.
- Responds to client inquiries providing responsive and knowledgeable customer service.
- Schedules and attends site-visits.
- Acts as a liaison between customer and internal departments to ensure event contracts are fulfilled.
- Responsible for identifying staff requirements and providing effective management to staff.
- Enters sales and events information into event software.
- Ability to handle and link all position responsibilities, while meeting deadlines.
- Performs other duties associated with the position that are reasonably assigned to support the overall needs of the business".

#### **REQUIRED QUALIFICATIONS:**

- Solid portfolio of previously and successfully managed events, such as weddings, parties, corporate events, and meetings.
- Excellent communication (verbal and written) and time management skills
- Strong sales skills to be able to sell ideas to clients, management, etc. and to develop productive and mutually benefiting business relationships.
- Excellent communication (verbal and written) and time management skills
- Knowledge of food and event management.
- Must have an eye for details and ability to think deeply about consumer journey and how to give them an awesome experience.
- Proven ability to expect and solve problems related to production timeline and creativity.
- Possess positive attitude with the ability and willingness to work with clients and professionals from other departments of the company.
- Excellent team management skills to work effectively in a team setting and to lead a team if assigned to do so – ability to identify requirements of staff and coordinate team activities
- Strong ability to handle issues proactively – ability to troubleshoot problems quickly and give a solution
- Strong ability to manage several projects together independently
- Strong ability to utilize MS Office products effectively

How to Apply: Please put "Event Designer" in the subject field of email.

E-mail: [HR@ridgewells.com](mailto:HR@ridgewells.com)



Ridgewells is seeking an **Events Producer** to support an Event Designer.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans and coordinates events.
- Manages assigned accounts.
- Attends meetings and events.
- Acts as liaison between the customer and various departments to ensure that orders are fulfilled.
- Assists the Event Designer in achieving monthly sales goals.
- Enters event and sales information into event software.
- Receives and responds to phone-in customers.
- Reconciles Event Analysis Reports
- Attends site-visits and tastings.
- Ability to work as part of a team being organized and handling multiple projects.
- Ability to handle and link all position responsibilities, while meeting deadlines.
- Performs other duties associated with the position that are reasonably assigned to support the overall needs of the business”.

#### **REQUIRED QUALIFICATIONS:**

- Possession of excellent communication skills on all fronts.
- Must have good interpersonal skills and must be easily approachable.
- Must be someone that pays keen attention to details.
- Good organizational and coordinating abilities.
- Must be proactive and show a great level of creativity in carrying out assigned duties.
- Ability to multi-task and prioritize assignments in the face of multiple duties.
- Good time-management skill is a necessary requirement.
- Excellent decision-making skills to reduce chances of error.
- Must be able to work in a team environment or even lead a team if the need arises
- Should have a solid background in event production and/or management.
- A minimum of 3 years relevant work experience in event production.
- Preference for hospitality/food service experience.
- Must be proficient in MS Office Suite, and Publisher.

How to Apply: Please put “Events Producer” in the subject field of email.

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## **Operations Manager, Major Events**

Ridgewells Catering seeks a highly motivated and experienced professional to join the Major Events team as the **Operations Manager**. This position will work directly with the General Manager on the day to day planning and execution of all food service functions for one of Ridgewells' major sporting event accounts. A successful candidate will have proven experience in high volume environments on multifaceted projects, strong organizational skills with strict attention to detail, adaptability and flexibility in fast-paced environments, and capacity to think outside of the box and solve problems effectively.

### **Essential Job Functions:**

- Planning and executing all infrastructure and support needs for food service at an annual major sporting event;
- Procures vendors and sub-contractors, building relationships, and negotiating service contracts;
- Develops site-specific food and beverage distribution plans;
- Maintains organization and inventory of equipment and supplies;
- Attends site visits and vendor meetings as needed;
- Coordinates multiple vendors and departments to ensure all planned operations run smoothly;
- Trains and manages a team of temporary event staff;
- Tracks invoices and post-event reconciliation to ensure accurate billing from vendors;
- Other duties as assigned.

### **Required Qualifications:**

- 4+ years of professional experience in event production, operations and/or related field
- 2+ years of experience in event concessions
- Bachelor's degree in Business Administration, Hospitality and Event Management, or related field
- Interest in food a must
- Exceptional communication skills (written and verbal)
- Team player with an outgoing, pleasant and helpful personality;
- Proficient use of MS Office (specifically MS Excel) with the ability to pick up new computer programs quickly
- Some travel, including up to 30 consecutive days from mid-May to mid-June



## **Pastry Sous Chef**

Ridgewells Catering is seeking a creative **Pastry Sous Chef** who will share the responsibilities of managing a high/quality volume bakery department. The Pastry Sous Chef will function as a hands-on chef as much as possible.

### **ESSENTIAL RESPONSIBILITIES:**

- Maintains quality standards of baked goods produced by the bakery, especially attentive to look, color, texture, and taste, generating a consistent product every time.
- Maintains recipe standards to ensure that food is produced to specifications.
- Assists with/or personally prepare and execute client menu tastings.
- Responsible for inventory control, taking monthly inventories of product and assure that food product needed for daily production are readily available.
- Participates in menu planning, preparation of budgets, management of payroll, food cost control and other records.
- Ability to create specialty cakes and showpiece construction.

### **REQUIRED QUALIFICATIONS:**

- High school diploma.
- Post-secondary training at a culinary institution.
- Certificate in culinary arts, pastry-making, baking, or relevant field.
- 2 or more years' experience working within the food industry as a Pastry Chef, Baker, or relevant role.
- Work experience in off premise/banquet catering or in a high quality, high volume and multi-unit operation.
- Possess at least 3 years of management experience;
- Strong pastry and culinary background
- Working knowledge of computer applications.



## **Purchasing Manager, Major Events**

The **Purchasing Manager, Major Events** will spearhead the purchasing process from selecting suppliers to ensuring stock optimization as well as provide guidance on sourcing and procurement process. He/she will be a supply and logistics expert who will specialize in implementing cost-effective purchases of all goods and services as required by the company. He/she will ensure adherence to quality control and company's policies and procedures on supply chain management.

*Specific duties include but are not limited to the following essential job functions:*

### **ESSENTIAL JOB FUNCTIONS:**

- Establishes practices, policies and procedures.
- Secures the best possible price on all purchase decisions; including but not limited to food, equipment, liquor, disposable supplies, etc.
- Negotiates prices following a conservative approach to buying
- Builds and maintains long-term relationships with vendors and suppliers
- Manages the department budgets and ensures adherence to budget limits
- Provides analysis and research on large company vendors to ensure their capability to fulfill orders.
- Manages vendor delivery schedules, transport contracts and timetables.
- Requests trade references and production capability estimates from vendors.
- Works closely with Operations to plan and forecast production requirements in terms of quantity and timing, to meet customer demand, increase inventory turnovers, and maximize Company profits
- Implements best practices in the daily management of the company's purchasing activities such as sales forecasting, procurement and management of third party vendor contracts.
- Manages inventory, and returns processing.
- Plans and executes contingencies to minimize and avoid inventory losses
- Ensures that all purchasing efforts fully comply with Company's code and ethics.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in supply chain management, logistics, or business administration.
- Proven experience managing supply chain operations.
- Experience using supply chain management software and tools, including but not limited to CaterExpert, Fusion and vendors systems.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).

- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail-oriented.
- Excellent analytical and problem-solving skills.
- Ability to work efficiently in a multi-tasking, time-sensitive, fast-paced environment
- Excellent verbal and written communication abilities across all levels of the organization
- Strong leadership skills with a dedication to driving and achieving results



## **Sous Chef**

Ridgewells Catering is seeking an experienced **Sous Chef** to join our team of culinary professionals to manage the day-to-day food production for our high-volume operation, servicing a wide variety of high-end off-premise events and contract accounts.

*Specific duties include but are not limited to the following essential job functions:*

### **ESSENTIAL JOB FUNCTIONS:**

- Manage a team to produce consistent, high-quality products, and maintain quality standards as per the Executive Chef
- Ensure kitchen operations are organized, clean and efficient
- Effectively manage employees to maximize productivity and meet established food preparation deadlines within budget
- Assist in the development of new and innovative culinary concepts and participate in menu planning, working closely with the Executive Chef and sales team
- Train new kitchen employees and ensure the entire staff practices safe and sanitary food handling procedures per HAACP and ServSafe guidelines

### **REQUIRED QUALIFICATIONS:**

- Culinary degree, plus a minimum of 2 years management experience required
- Proven record in managing high-end, high-volume kitchen operations; thrive under pressure in a fast-paced, high-energy environment
- Strong organizational and communication skills; ability to prioritize, teach and delegate
- Team player with a positive, helpful personality and strong employee-relation skills
- Working knowledge of computer applications; experience using CaterXpert a plus
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail-oriented.
- Ability to work efficiently in a multi-tasking, time-sensitive, fast-paced environment
- Strong leadership skills with a dedication to driving and achieving results



## **UNIT MANAGER**

Responsible for daily operation of staff management, production, service and facility. Specific duties include but are not limited to the following essential job functions:

### **ESSENTIAL RESPONSIBILITIES:**

- Assists all those involved with the property including guests, clients, property owners and managers.
- Opens and closes the service kitchen (if any).
- Manages time control of the service and the staff.
- Anticipates missing items, acknowledges any staff members who are not present, handles the situation and reports the incidents accordingly.
- Schedules, coaches and trains staff members to perform all tasks.
- Reviews employee performance in the department using a set of industry or organizational standards and works with employees who are not demonstrating satisfactory progress.
- Communicates clearly with staff members, management, guests and clients.
- Conducts staff meetings to ensure an efficient and timely service.
- Conducts performance appraisals for each staff member in the service area.
- Responsible for management of all areas of service and appearance of the service area.
- Responsible for the inventory and maintenance of the equipment used in the service areas.
- Performs other duties associated with the position that are reasonably assigned to support the overall needs of the business”.

### **REQUIRED QUALIFICATIONS:**

- Bachelor’s degree in management or another field.
- Understanding of all industry regulations, policies and procedures.
- Culinary background with proficiency in food preparation, sanitation, quantity, presentation, quality and storage.
- Proficient in Word, Excel and Outlook.
- Proficient in food service online ordering system.
- Excellent communication and management skills.
- Proficient in English.
- ServSafe certified.