



STAFFING MANAGER, MAJOR EVENTS

Ridgewells Catering is seeking a highly motivated, experienced professional to join our Major Events staffing team as a Staffing Manager. This is an exciting opportunity to work on large-scale catering and concessions staffing operations at major golf championships.

RESPONSIBILITIES: Candidate will be responsible for recruiting and selecting applicants for all positions relating to major golf championships. Duties include recruitment; prescreening applicants; interviewing numerous applicants daily (in-person and by phone); planning and executing recruiting trips; developing training schedules; scheduling staff shifts; onsite staff management; and event management.

- Works with Director of Staffing to meet staffing targets each day of the Championship
- Develops staffing and recruitment budgets
- Travels to Championship location(s) up to 4 times prior to the event to execute recruiting and orientation trips
- Partners with local universities and organizations to identify, recruit and hire qualified candidates
- Collaborates with sales team and leadership to develop and deliver staff orientations and trainings to large groups
- Effectively onboard all staff working for Ridgewells Catering at the Championship
- Motivates and inspires staff with positive, team-oriented attitude and clear communications
- Performs other duties and assignments associated with the position that are reasonably assigned to support the overall needs of the business.

QUALIFICATIONS:

- Bachelor's degree in Business, Hospitality, Event Management, or related field
- At least one to three years of experience in recruiting, hiring and operations in the hospitality field
- Knowledge of effective hiring practices
- Proven success as a recruiter
- Exceptional organizational skills and attention to detail
- Ability to work on multiple projects at once
- Strong communication skills (written and verbal)
- Ability to speak effectively to groups of staff
- Ability to work long hours on your feet, while interacting with staff, guests and clients, at outdoor events.
- Team player with an outgoing, helpful personality, and positive, can-do attitude
- Proficiency in MS Office (specifically MS Excel) and MS Access with the ability to learn new software programs quickly
- Ability to travel, including up to 30+ consecutive days in May and June
- Ability to work remotely at the discretion of the hiring manager
- Ability to work in hot/cold, humid and noisy environments

COMPANY INFO

Ridgewells is Washington DC's go-to caterer for stunning events and culinary innovation. With an eye for detail and a love of fabulous food, Ridgewells reputation for delivering phenomenal experiences and impeccable service for over 90 years. Our mission is to create a growing, dynamic company that consistently provides the very best in quality, service and presentation by exceeding client expectations, challenging the conventional and spreading our passion for celebration.

Disclaimer Statement: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

How to apply: Email resume to nrogers@ridgewells.com. Please put "ME Staffing Manager" in the subject line of the e-mail.