

WARTBURG COLLEGE POSITION DESCRIPTION
Special Event Coordinator
May 18, 2009

Responsible to the Assistant Director of Retail Dining and Special Events for general operation of special event and other meal services including all tasks involved in setting up, serving and cleaning up for catered events, sanitation, scheduling, training and completing performance appraisals of student employees.

Principal Duties and Responsibilities:

- 1) Supervise general operation of event and other services. Train, supervise and evaluate dining service assistants, student managers and other staff assisting in event service. (52%)
- 2) Set up, serve, and clean up for on and off campus events. Decorate buffets and plate food for presentation. Create printed materials for events such as menus and food labels. Prepare assigned food items. (25%)
- 3) Create work schedules and verify that time cards are accurate. (10%)
- 4) Inventory and determine order for assigned items including not exclusively limited to linen, tux shirts, ties, cummerbunds and other special event related items. (3%)
- 5) Ensure sanitation standards are met. Responsible for cleaning of several catering only service and dining and storage areas. (3%)
- 6) Complete paperwork necessary for creating billing and record keeping of events. Complete final bill at the end of the night and collect payment from off-campus customers. (2%)
- 7) Communicate with production staff regarding timing of event service, special dietary needs, and service adjustments. (2%)
- 8) Ensure that employees and customers comply with alcohol regulations. Become a certified TIPS trainer. Conduct bartender and other compliance training programs. (1%)
- 9) Communicate with scheduling and event coordinator and maintenance staff regarding event set up timing and needs. (1%)
- 10) Participate in ongoing evaluation of operations, recommend procedures, implement approved systems and participate in on-going evaluation of operations. (1%)
- 11) Other duties as assigned.

Minimum Qualifications:

Four year degree in business or food related field, or an associate degree and two years of related experience. Must be able to lift 50 pounds. Computer skills (including word, excel, publisher) and math skills needed to complete daily work. Position requires working varied hours including nights and weekends.

APPLICATION PROCEDURE:

Send letter of interest, résumé, and contact information for three references electronically to: hr@wartburg.edu or by mail to Jane Juchems, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, Iowa 50677-0903. Specific questions may be directed to Margaret.empie@wartburg.edu. The position will remain open until filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.