Job Title: Event Support Services Assistant

BCAT Code: 09TX16  Effective Date: September 30, 2014
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: November 1, 2014

General Description
Manages all catering logistics for the premium programs of the College of Business at the Buckhead Center as well as other Georgia State University (GSU) and external users of the Buckhead Center.

Examples of Duties
- Manages the catering operations of the Buckhead Center related to premium programs, GSU events, and external events, such as scheduling caterers, planning event menus in consultation with the premium programs, event planners, and catering vendors.
- Works with program and event staff to determine the catering needs.
- Negotiates pricing with caterers and ensures the proper billing.
- Coordinates the setup with the caterer and event coordinator for the scheduled events.
- Orders, stores, upkeeps, and inventories the catering equipment and kitchen supplies of the Center.
- Provides snack and beverage services to the premium programs and scheduled events.
- Maintains the food costs in accordance with the Center budgetary guidelines.
- Collects and maintains the certificates of insurance, licensing, and health department scores for caterers and related vendors.
- Ensures that the appropriate sanitation, safety, and brand standards are met.
- Serves as a lead worker.

Knowledge, Skills and Abilities
- Knowledge of state and county sanitation and safety insurance and certification requirements.
- Knowledge of the hospitality industry.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to follow basic safety precautions.
- Ability to use independent judgment.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience. Degree in Hospitality or related field is preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.