



*Fort Worden*

— PORT TOWNSEND —

A HISTORIC GATHERING PLACE

**Position:**

The Catering and Meeting Room Manager (CMR)

**Position Summary:**

The Catering and Meeting Room Manager (CMR) oversees the catering operations of the Fort, working closely with Front of House and Sales teams to ensure the success of all events. The CMR Manager oversees client events and relations; manages a collaborative team and maintains vendor relations.

**Principal Duties and Responsibilities:**

- In collaboration with Sales and F&B team, assist in the planning of events for clients which could include the design of the facility/room/venue layout and appearance; types of seating, any entertainment and decorations; determine all events needs such as podiums, dance floors or other AV equipment.
- Be available to clients at all times prior to, during or after an event; out on the floor and easily visible; able to alleviate questions/concerns and providing excellent client service.
- Participates as needed in meetings with the kitchen staff (chef) and client to review menu requests.
- Understand and be able communicate catering menu details and pricing.
- Hire, train and support all assigned staff to perform to the best of their ability in their role and maintain the established standards of operation and customer service excellence.
- Manage and schedule employees to work events to ensure right amount of and the match of personality/skills of the employee(s) to the client/event needs and labor targets.
- Review, maintain and stay up to date with up-coming events, communicating regularly with Sales; share contracts, BEO and kitchen details with F&B team to ensure they have all necessary information to guarantee a successful event and ensure billing is complete and processed in a timely manner.

**Minimum Qualifications:**

1. 3-5 years of experience in food and beverage banquet or catering service management and set up.
2. 1-3 years of supervision experience.
3. 1-3 years of AV production/set up experience.
4. High school diploma or GED equivalent; associates or bachelor's degree preferred.
5. Serve Safe Certification; Washington Food Handlers Card and Washington State Alcohol Card and Training required.
6. First Aid Training and CPR Certification preferred.
7. Cash handling and accounting experience.
8. Solid track record of success; demonstrating upward career tracking.
9. Proficient phone, computer and typing skills including experience in restaurant and catering management software.



*Fort Worden*

— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

10. Ability to work any day/shift (evenings, weekends and holiday) and to work on-call as needed.
11. Able to work ten hour-plus shifts plus the ability to stand, sit or walk for extended periods of time.

**To Apply:**

Email your resume to Holly Height at [hheight@fortworden.org](mailto:hheight@fortworden.org).

**EEO Statement:**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

\*You may request a full job description during an interview