

Catering Manager

Job Summary

You must be will be committed to organizing food and drink for TEDxJacksonville events. You must be detail oriented, enjoy being customer service oriented, be self-motivated and have leadership skills and the ability to delegate responsibilities while overseeing a large annual event.

General information:

1. TEDxJacksonville has no credit cards, so this position must either get an invoice in advance and request a check or pay for the items and be reimbursed with a receipt.
2. Equipment available: red ice bin, scoops, TED napkins.
3. We are motivated to use local independent owners and to promote diversity. Please use a variety of local vendors
4. Provide a mixture of fresh fruit, sweets-trays, meat and cheese trays, veggies, water at Salons
5. When ordering lunches be aware that we have many gluten-free and vegan attendees.

Duties and Responsibilities

Salons:

- Be aware of the dates of up and coming events that need catering
- Get a headcount a week in advance
- Check that there will be a table for refreshments
- Order food a minimum of 3 days ahead of event
- Decide how you would like to pay for the order (see general Information above)
- Order typically includes food, drink, plates/utensils/serving utensils, cups and ice
- Pick up the order and take to event location
- Have some other TEDxJacksonville team members assist you with setup
- Set up at least a half an hour in advance.

Catering Manager

- Restock as necessary
- Break down and clean up. Request assistance from team.

Speaker Dinner (currently at The Peninsula)

- Attend all team meetings for information
- Once you have a date confirm Biscotti's will cater
- Decide on food and wine choices and colors for linens and flowers
- Biscotti will bring food, wine, and tables.
- Doug has linens or Biscotti's will provide for a charge
- Limit 75pp
- Set flowers, coordinate all food, wine and beer
- Stay and assist the team with clean up at the end

Main Conference Event in October

- Attend all meetings to keep up with event and headcounts
- Provide coffee morning - afternoon break

Rehearsal night

- Provide pizza or pita wraps with drinks

Breakfast

- Provide light breakfast snacks, coffee, juices (manage with Biscotti's)

Lunch

- Manage lunch for full audience. Lunch plan varies year to year

AfterGlow

- Provide appetizers, beer, wine, vendors
- Get headcount from Doug/Sabeen
- Biscotti's handles beer and wine license
- Biscotti's is the main caterer
- Plan menus and vendors based on numbers.