אגודת ישרים

PARK AVENUE SYNAGOGUE

JOB TITLE:

Food and Events Manager

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 160 talented individuals, who together with our world-class clergy team, serve a membership of over 1,700 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

The Food and Events Manager is the primary liaison to our catering panel and serves as project manager for all internal and external catered events. The Food and Events Manager works with internal departments and external parties to schedule events, reserve and rent spaces, secure proper insurance and documentation from vendors, and support households in the planning and execution of lifecycle events. The Food and Events Manager possesses the ability to self-direct and prioritize in a dynamic and fast-paced environment.

RESPONSIBILITIES:

- Track and coordinate all member and external space rentals and catered events; maintain calendar of catered and rental events.
- Serve as primary point of contact for all rentals; meet with interested parties, prepare contracts, and liaise on all event logistics – customer service and problem solving are a daily aspect of this role.
- Service as catering and logistics for major organizational events and liaise with internal departments on all catered events, including High Holidays, Sukkah dinners, and Passover seders.
- Act as onsite staff for external rentals and high-profile internal events; problem solve, address complaints, respond to emergencies, and promote goodwill.
- Implement and update organization guidelines for catering, kitchen and space usage; ensure vendor compliance with policies regarding kitchen usage, load-in/load-out, alcohol, insurance, décor, garbage, cleanliness of space, set-up and breakdown, and working with maintenance and security staff.
- Maintain and update list of food vendors permitted onsite for internal events; collect and track supporting documentation and insurance.
- Manage department budget for rentals and coordinate with Finance Department to ensure timely billing and collections.
- Partner with Facilities staff to manage and maintain special event storage areas in-house rental equipment for events, and kitchen.
- Oversee ordering and maintenance for building pantries and coffee equipment.

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PARK AVENUE SYNAGOGUE

SKILLS AND QUALIFICATIONS:

- A minimum of three years' fulltime experience with project and/or hospitality management.
- Excellent interpersonal and written communication skills.
- Highly organized and able to balance multiple projects and priorities; skilled at documentation and record-keeping.
- Ability to remain calm in an innovative and high-pressure work environment.
- Computer proficient, including experience with Microsoft Office.
- Must be able to work weekends, evenings, and select Jewish holidays when staffing events.

SALARY:

$65,000 - $75,000; salary is commensurate with experience.

Qualified candidates **must submit a cover letter** and resume to: Zawnia Dehaney, Director of Human Resources, jobs@pasyn.org