

Company: Oklahoma State Fair, Inc.
Position Title: Senior Vice President of Impact Catering
Department: Impact Catering
Reports To: President & CEO
Supervises: Impact Catering Staff
Salary: Starting Salary \$120,000. Salary can increase based on experience.

Job Responsibilities and Requirements

- Establish plans of character, integrity and of quality which result in the long-range continued growth and profitability of Impact Catering.
- Lead contract development for new and existing clients.
- Manage selection, purchasing, storage, inventory, maintenance and usage of all related food and beverage supplies and equipment.
- Work closely with local, state, and governmental organizations in maintaining highest standards of health, sanitation and cleanliness in food and beverage areas.
- Develop marketing strategies to increase revenue.
- Review and analyze the customer experience to constantly improve quality and efficiency.
- Maintain appropriate staffing levels for full and part time employees to meet the demands of the business.
- Coordinate on-the-job training programs through department managers on a regular basis.
- Manage and support the development, interpretation and implementation policies, operating procedures and training programs, manuals, directives, menus, work schedules, rules and regulations for staff and personnel.
- Maintain and consistently improve the appearance of the various food venues,
- Ensure quality levels, high performance, and above par standards of service are provided to our clients.
- Develop new techniques of service towards obtaining maximum customer satisfaction at minimum operating costs.
- Oversee large scale catering operation, concession operations, and on-site restaurant venues.
- Complete, verify and submit payroll accurately and on time.
- Other duties as assigned.

General Requirements

- Utilize task prioritization and effective time management skills to meet frequent and competing deadlines in a high-volume, high-stress environment.
- Perform detailed work in a team-oriented, fast-paced, event-driven environment handling multiple tasks with flexibility in a calm, professional manner.
- Effectively communicate with others in a clear, business-like, respectful, and personable manner focused on generating a positive, enthusiastic, and cooperative environment.
- Maintain high standards of appearance and grooming (i.e., clean, wrinkle free clothing, proper uniform/attire, close attention to personal hygiene).
- Meet the company standard for excellent attendance, job reliability, diligence, and dedication.
- Possess a valid driver license and a clean driving record.
- Speak, read, and write in English.

Additional Job Requirements

- Bachelor's degree and/or equivalent work experience.
- At least 5 years' experience in a senior management food and beverage position at a major hotel, casino, exposition center, sports venue and/or convention center.
- At least 5 years' experience in the management/supervision of employees.

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- Possess overall knowledge of food and beverage preparation and presentation plus organizational, analytical and project management skills to function effectively with attention to quality and detail while meeting established deadlines.
- Strong leadership abilities, sound judgment, superior problem solving and decision-making skills to effectively manage the department.
- Valid liquor license/alcohol service permit and food handling certificate is required by state and federal regulations.

Physical Requirements and Working Conditions

- Extended hours, nights and weekends may be required during peak periods.
- Frequent or continual movement from place to place with normal physical mobility, covering long distances with ease, managing assigned tasks throughout various indoor and outdoor locations within and around the property and in potentially inclement/severe weather conditions.
- Regularly lift, carry, and put away items weighing up to 50 lbs. and occasionally lift and carry heavier items and/or assist others in lifting heavier objects, as job demands.
- Walk and/or stand for extended periods in addition to other prolonged physical exertions including seeing, hearing, reaching, grasping, lifting, pushing, pulling, squatting, crouching, stooping, bending, kneeling, climbing, and working in awkward positions and tight areas may be required.

To Apply

- To apply online, visit <https://okstatefair.com/employment> and click on the “Employment Opportunities” button under “Seasonal Fair & Year-Round Positions”.