



JOB DESCRIPTION

TITLE: Event Coordinator

DEPARTMENT: Sales

WAGE: \$16.00 to \$20.00 an hour DOE

GENERAL PURPOSE

Interacts with clients and the sales team in a professional and positive manner. Responsible for detailing events, scheduling menu tastings, responding to client questions and inquiries in a timely fashion.

ESSENTIAL DUTIES

- Document final event arrangements with clients on the BEO. Obtain all specifications and pertinent information concerning the function, including but not limited to, guaranteed number attending and menu.
- Regularly review upcoming BEOs and have thorough understanding of all requirements on upcoming scheduled group functions.
- Prepare all required paperwork including checkout forms, daily reports, and delivery schedules in an organized and timely manner.
- Assist in the preparation and completion of an accurate bill to the customer at the completion of the function and collect final payment. If another payment arrangement has been made, have the terms noted on the bill.
- Prepare contracts.
- Works to optimize clients' budget.

Other duties & responsibilities:

- Work closely with the Chef for menu planning and costing.
- Work with operations manager and operations team to ensure success of events.
- Attend weekly communication meetings with team members.
- Greet customers prior to the start of each event and introduce Operations Supervisor.
- Meet deadlines, sales goals and multiple tasks.
- Be accessible to clients to answer questions/requests concerning menus, pricing, etc., as required within assigned work hours.
- Assist in marketing research and information gathering projects
- Be knowledgeable of all company policies and procedures.
- Fully understand and comply with all federal, state, county, and municipal regulations regarding health and safety pertaining to employees and guests.

QUALIFICATIONS

- Bachelor's degree (B.A./B.S.) in related field or equivalent
- One to two years related experience or equivalent.
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Acute attention to detail
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to deal effectively with a variety of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions

- Ability to communicate professionally and effectively in person, on the phone, electronically, or through other means to individuals and groups
- Proficient in Microsoft Office programs (Word, Excel, Outlook); experience with CaterEase is desirable.
- Valid California Driver's License and auto insurance in good standing

WORKING ENVIRONMENT:

Office environment, fast paced, sales driven and team oriented. Driving and outdoor work in varying weather conditions may be required.

PHYSICAL DEMANDS:

Periods of sitting, standing, bending and lifting up to 35 pounds. Some walking both indoors and outside sometimes in inclement weather; some travel.

ACCOUNTABILITY:

For the overall achievement of the above responsibilities, Event Coordinator reports to the General Manager.

We are proud to be an EEO/AA employer M/F/D/V and maintain a drug free workplace and perform pre-employment substance abuse testing upon suspicion and for any positions which require operating a vehicle or heavy machinery.

- Employees are held accountable for all duties of job -

I have read, understood, and agree to all the duties and skills referenced above.

Signature

Date