

Kitchens for Good

POSITION TITLE: Event Coordinator

REPORTS TO: Director of Hospitality

FLSA STATUS: Non-exempt

Compensation: \$17.00-\$20.00 an hour

Who we are: Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

Position Summary: The Event Sales Coordinator performs all job assignments with a positive attitude that supports Kitchens for Good's mission and vision to break the cycles of food waste, poverty and hunger through innovative programs in workforce training, healthy food production, and social enterprise. The Event Coordinator will work directly with the Catering Sales Managers and the Catering and Events manager in planning event aspects, such as venue, seating, dining and guest list.

Essential Functions:

- Maintaining a working relationship with vendors and venues
- Assist in soliciting and promoting special event business through networking, contacting past customers, establishing relationships with local businesses, cold calling, attending mixers and charitable events, and other cost-effective activities.
- Maintain an updated and detailed price sheet of all billable products and services that accurately reflects current costs and the company's profit objectives.
- Ensure the process for securing a date and collecting final payment is adhered to.
- Document final 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.
- Fully understand and comply with all federal, state, county, and municipal regulations regarding health and safety pertaining to employees and guests.
- Serve as client contact to answer questions/requests concerning menus pricing, and event details as required.
- Attend and actively participate in weekly team meetings.

Competencies:

- Strong Presentational Skills
- Collaboration Skills
- Customer/Client Focus
- Initiative/Self-Motivated

- Results Driven
- Organizational Skills

Education and Work Experience

- High school diploma or equivalent
- Minimum of 2 years of professional experience in the food, service, and beverage industry with working knowledge of restaurant and/or banquet /event operations.
- Experience with Caterease (highly desirable)
- Sales experience (desired).
- Proficient in Microsoft office programs.

Additional Qualifications:

- Valid professional driver's license

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat steam, fire and noise.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

Position Type/Expected Hours of Work

This is a non-exempt full time position scheduled for 40 hours a week, 8:30am-5:00pm Monday – Friday, depending on client demand schedule may change to include a Saturday workday.

Travel

The employee will be expected to travel to events occasionally or as business dictates.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Kitchens for Good is an Equal Opportunity Employer and committed to workforce diversity. M/F/D/V are encouraged to apply.