



Catering Coordinator – Contractual (1099) Position Job Description

Reporting To: CEO & Executive Chef Team, H3irloom Food Group

Position Summary: The Catering Coordinator provides comprehensive management support to H3irloom Food Group, its partners, and staff to ensure successful implementation of catering and events. This position manages and coordinates a variety of fast-paced and complex responsibilities that include, but are not limited to, the planning, organization, and execution of various assignments; creating and coordinating action plans for resources, budgets, and timelines; and, evaluating and developing solutions for implementation and improvement. Exact responsibilities will vary based on catering and event needs. The ideal candidate for this position will exercise good judgment in the receipt, processing, and response to internal and external inquiries, requests, and other correspondence; be able to collaborate in a professional manner with all company stakeholders including potential clients; and perform a broad range of administrative, business, and operational duties as assigned.

Responsibilities:

- Plan, organize, and coordinate catering and events for H3irloom Food Group both on and off-site at The Sinclair
- Answer and maintain all event leads by ensuring timely client correspondence and follow-ups
- Manage catering events from initial concept to completion including logistics, as well as roadmap for future planning
- Collaborate with the Executive Chef team regarding custom menus and proposals for all events
- Coordinate and assist with event production regarding catering, from pre-event planning to post-event evaluation, assist with all details and logistics for all events
- Recommend, schedule, and organize staffing needs for all events based on catering requirements
- Manage and partner with event staff to ensure event/catering goals are executed properly and timely
- Create and coordinate action plans for resources, budgets, and timelines, where needed
- Evaluate and develop solutions for implementation and improvement, as needed
- Coordinate and organize catering goals, schedules, scopes, and objectives
- Effectively communicate with all stakeholders to identify, define, and share goals and requirements
- Ensure all on-site and off-site operations are conducted safely, on-time, on-budget, and to the quality standards of H3irloom Food Group
- Support business development efforts by assisting upper management in a variety of efforts
- Establish and maintain relationships with clients, community, industry, and vendors
- Maintain documentation and notes for internal and external reporting as needed
- Other duties as assigned

Qualifications:

- Bachelor's degree preferred
- 1+ years of experience in project management
- 2+ years of experience in the caterings/restaurant industry
- Strong organizational, self-starting, and leadership abilities
- Ability to multi-task and manage a wide variety of workflows

- Excellent written and verbal communication skills
- Exceptional interpersonal skills; professional demeanor
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) with an ability to become familiar with company-specific programs and software
- Ability to work a non-traditional work schedule including evenings and weekends