



CATERING COORDINATOR

Seeking a catering coordinator that is highly organized, efficient, and punctual to manage our catering and event services. The catering coordinator is responsible for welcoming guests/clients, organizing and coordinating event planning, managing food preparation and presentation needs according to the events, inventory maintenance, communicating with third party vendors, supervising and scheduling staff, and ensuring the sanitation standards of the kitchen.

Responsibilities

- Welcome and greeting customers/clients
- Communicate effectively with guests and staff with a friendly, courteous demeanor
- Respond to the needs of clients and customers in a timely manner
- Schedule events and acts as the point person with host
- Develop catering forms
- Organize a timeline for the event that is smooth and efficient
- Ensure that the décor is properly set up and then broken down after the event
- Ensure that food orders are processed and on time for the events
- Manage inventory of food and supplies to ensure that all the needs will be met for the event
- Communicate and coordinate with third party vendors and external suppliers to ensure the inventory is stocked
- Oversee the catering and kitchen staff
- Schedule and maintain proper staffing for event schedules
- Manage budgeting and assist with financing duties including the food and décor budgets for an event
- Maintain a professional demeanor and appearance at all times
- Must be ServSafe Certified

STIPEND: \$1,000

If interested, please send letter of interest to:
Theresa Vernazzaro, Director of Food Services, **CARVER PUBLIC SCHOOLS**
60 S. Meadow Road, Carver, MA 02330
VernazzaroT@carver.org