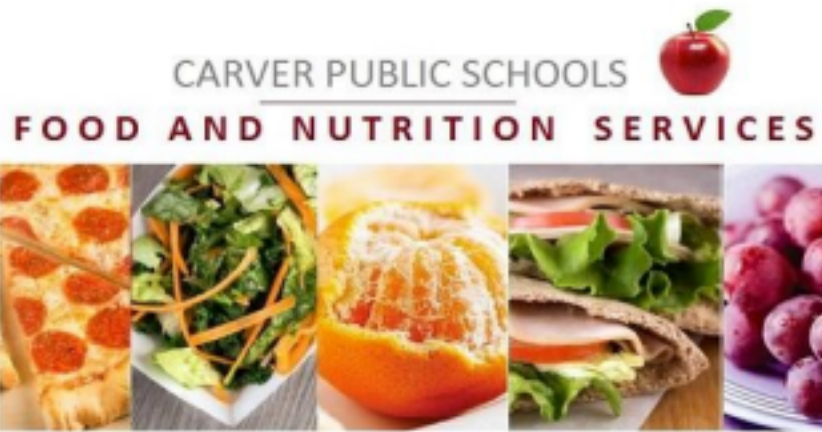




FOOD CATERING COORDINATOR

The Catering coordinator oversees planning and managing all the needs of events and catering services. Responsibilities include: communicating and providing excellent customer service, organizing, coordinating timeline, maintaining inventory, overseeing staff, assisting with budgeting

Qualifications:

- 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 & assist with financing duties including the food and décor
- Maintain a professional demeanor and appearance at all times
- Must be ServSafe Certified

Stipend: \$2,000

If interested, please apply on www.schoolspring.com or send letter of interest to: Shane Riordan, Director of Food Services

CARVER PUBLIC SCHOOLS
60 S. Meadow Road, Carver, MA 02330