CATERING ASSISTANT

DESCRIPTION

The Catering Assistant will report directly to the Catering Director with frequent communication and support all Management staff involved with the planning and execution of Catering.

Full Time position Wednesday - Sunday; the Catering Assistant will be required to work flexible hours, including nights and holidays on request.

Answer incoming phone calls, field inquiries and schedule meetings/tours for prospective bookings

Maintain the reservation database and take reservations for lunch, brunch, and dinner

Update and distribute weekly menus, create seating charts and assist the Catering Director with the planning and execution of all Catering functions

QUALIFICATIONS

High School graduate

1+ year(s) experience in event coordination or marketing-related work experience

Working proficiency of MS Office – including Word, Excel & Outlook

Must have excellent time management skills, be detail-oriented, and have strong follow through

The ability to multi-task, maintain strong organizational skills, and keep a warm/positive attitude is necessary. Ideal candidate will have strong interpersonal skills and the ability to work with all employees, committees, individual members and non-member clients.

Competitive hourly wage, PLUS free daily lunches!

CONTACT

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