



Job Title: Catering Coordinator

Company: Bella Christie's

Location: Aspinwall

Job Type: Part-Time

About Us:

Are you organized and passionate about creating great experiences? Bella Christie is hiring a Part-Time Catering Coordinator to join our team!

Why Bella Christie's

- **Creative Freedom:** Unleash your creativity and bring your ideas to life. We love innovation and fresh perspectives!
- **Event Variety:** No two events are the same. You'll have the opportunity to work on a diverse range of events, ensuring your job is always exciting.
- **Career Growth:** Opportunities for professional development and advancement.
- **Team Collaboration:** Work in a supportive and collaborative environment.

Job Description:

The Part-Time Catering Coordinator will manage events, ensuring smooth execution and client satisfaction by coordinating with clients, vendors, and on-site logistics.

Key Responsibilities:

- **On-Site Event Management:** Oversee setup, execution, and breakdown, ensuring all plans are implemented and issues are promptly resolved.
- **Relationship Building and Guest Satisfaction:** Establish and maintain strong relationships with clients, event planners, and venues to ensure guest satisfaction. Discuss event needs, preferences, and provide expert guidance.
- **Staff Scheduling and Coordination:** Schedule event staffing and coordinate delivery teams to ensure smooth setups. Work with Sales Coordinators and the Bakery Staff to meet event obligations. Handle all logistical aspects, including venue setup, staffing, and equipment needs.
- **Vendor Coordination:** Liaise with vendors for rentals, decor, entertainment, and other services to ensure alignment with event plans.
- **Compliance with Policies and Food Safety:** Ensure adherence to all Bella Christie's policies and standards. Maintain food safety and sanitation protocols in compliance with the Health Department regulations.



Qualifications:

Education: High School Diploma

Experience: Event planning or catering coordination

Skills:

- Exceptional organizational skills
- Strong multitasking abilities
- Effective communication skills
- Ability to maintain professionalism under pressure
- Manage tight deadlines
- Ability to work independently
- Creative problem-solving skills and keen attention to detail
- Ability to handle confidential material
- English fluency required

Preferred Qualifications:

- Experience in large-scale catering
- Familiarity with current food and beverage trends
- Valid Driver's License
- 21yrs or older
- Able to lift 50lbs
- Weekend availability

How to Apply:

If you are passionate about catering and event coordination and are looking for a dynamic opportunity to grow your career, we would love to hear from you!