



## Catering Sales and Event Coordinator Job Summary

We're looking for a 25-30 hr/week catering and sales event coordinator who loves planning special events. You'll work directly with clients, chefs, cooks, servers, and administrative staff, along with other food service vendors to ensure the logistics of each catering event run smoothly. Responsibilities include finding, following up, and closing catering sales, financial planning, facilitating event logistics, communicating with staff about event execution, and evaluating the success of each event. Previous experience in event planning or a related field is required. Applicants should be friendly, reliable, and detail-oriented. If this sounds like you, apply today!

### Location

St. Paul, MN

### Catering Sales and Event Coordinator Responsibilities

- Networking for sales opportunities
- Support and follow up on digital media interest
- Following up on sales referrals and meeting sales monthly goals
- Work with the event chef and staff to plan events
- Outline all event needs, such as event setup, necessary transportation accommodations, venue location, vendors, food and drink menus, and audio-visual needs
- Create a budget and keep track of invoices and receipts for each catering event
- Schedule and facilitate vendor and server activity in event space

- Communicate with on-site staff through clear event orders to ensure event logistic needs are met
- Provide excellent customer service during the event, ensuring the schedule is followed
- Evaluate the success of events and be ready to present results to team members

## Catering Event Coordinator Qualifications

- A high school diploma or GED is required, associate or bachelor's degree in hospitality or related field preferred
- Tech savvy and able to find training opportunities for ever changing technology needs
- 1-2 years of work experience in event management, social media platforms, Microsoft Office Suite
- Excellent communication skills for working with clients and other team members
- Ability to budget and keep track of event planning expenditures using relevant software such as Excel
- Exceptional time management, problem-solving, and organization skills

## Catering Event Coordinator Compensation

- \$18 to \$20/hr (depending on experience) – sales commission calculated and available after first 90 days of employment
- Ability to move to full-time with health benefits within six to eight months
- Soft skill training and development provided