

# Catering Coordinator

As a Catering Coordinator, you will play a crucial role in supporting the day-to-day operations of our catering department. You will work closely with our Events Director to ensure that all events are executed seamlessly and to the highest standards of quality. This is an exciting opportunity for an individual who is passionate about planning and delivering a high quality experience to our clients.

## If You Are...

- **Eager to join in our goal to help our customers share new experiences and make memories.** (you enjoy making big dreams a reality)
- **Passionate about hospitality.** (you love getting to know people and helping to create events that tell their story)
- **Committed to giving an amazing customer experience.** (delivering an excellent service is important to you)
- **Determined to do your best when learning new things and juggling multiple tasks.** (you have integrity and stay cool under pressure)
- **Able to multitask and prioritize projects, assignments, and messages.** (you love crossing things off your to-do list)
- **Highly organized, accurate, and detail-oriented.** (you're the type of person who color-codes their sock drawer)
- **A team player who loves to collaborate.** (you will go above and beyond to make sure your team is successful)
- **An excellent communicator with great interpersonal skills.** (you know how to listen well, problem solve when conflict arises, and adapt to change on the fly)
- **Positive and enthusiastic, with a willingness to learn.** (you're a glass-half-full kind of person with a can-do attitude)
- **Self-confident and self-assured.** (you're kind and respectful, but won't take any BS excuses either)
- **Tech-savvy and proficient in Google Suite, Canva, and event management software.** (Tripleseat experience preferred)
- **Available to work days, evenings, weekends, and holidays as required by event schedules.**
- **Eighteen years or older.**
- **ServSafe and TIPS certified.** (if not, these will be a requirement upon hire)

## Must Have...

- **At least one year of previous experience in event planning, administrative support, or hospitality management.**
- **Bachelor's degree in Hospitality Management, Event Planning, or related field preferred.**
- **A valid driver's license.**
- **Ability to stand for long periods of time and can lift 50 lbs.**

## And Would Love To...

- **Represent the company and the management team in the most positive and professional manner.**

- **Maintain accurate records of event details, expenses, and client communications utilizing Tripleseat.**
- **Provide timely follow up to potential client inquiries and schedule appointments whether by phone or email.**
- **Communicate effectively with clients to gather event requirements, preferences, and feedback.**
- **Assist in the organization and execution of events through menu selection, logistics planning, and event timelines, while ensuring adherence to deadlines.**
- **Prepare event materials, including contracts, proposals, menus, etc.**
- **Work directly with Front of House, Kitchen, and Bakery teams to coordinate all aspects of event needs.**
- **Assist with on-site event management, including setup, breakdown, and coordination of staff.**
- **Be creative through setting up beautiful grazing tables, buffets, and dessert bars.**
- **Attend expo and marketing events to promote the Bowerman brand.**
- **Plan, prepare, and assist with any Bowerman's events.**
- **Inventory back stock of catering items and reorder products.**
- **Keep the office organized and stocked on supplies.**
- **Assist with routine work and special projects.**

## **We Offer...**

- **Part-time or full-time, flexible hours based on needs.** (yours and ours)
- **A super fun team that is passionate about what we do and supporting each other in the process.** (we really are a work family)
- **Direct access to the best blueberries in town.** (in our humble opinion)
- **An ever-expanding realm of opportunities as we grow our business.** (we love utilizing people's strengths and interests)
- **Delicious food and drinks!** (enjoy free latte or smoothie and a discounted meal when working)
- **Variety in your daily tasks.** (everyday is a bit different, it's never boring around here)
- **A small, local, family-owned company where your ideas, efforts, and inputs are heard and valued.** (you really make a difference to the success of the company)
- **The chance to make people's day and spread joy to our customers, their families and our local community.**

**Bowerman's on 8th Bakery and Café** is a locally owned restaurant, bakery, and retail store featuring the blueberries we grow on our farm. Since we opened in Downtown Holland in 2022, we have expanded to serving dinner, hosting catering and events, and curating retail products to appeal to tourists and locals alike.

If you would like to be a part of the Bowerman's on 8th team, go to [realblueberries.com](https://realblueberries.com) to fill out the application and attach your resume.